

Correspondence Education 1981/82



Ministry
of
Education

Hon. Bette Stephenson, M.D., Minister
Harry K. Fisher, Deputy Minister

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Correspondence Education
909 Yonge Street
Toronto, Ontario M4W 3G2
(416) 965-2657

Correspondence Education Services

During 1980-81 more than 80 000 Ontario residents participated in the program of free elementary and secondary correspondence courses offered by the Ministry of Education. More than 85 per cent of those enrolled were adults who chose to pursue their studies by the independent learning method.

Typical among the residents who participated were:

- those wishing to obtain secondary school diplomas;
- those preparing for admission to a university, college, or training course;
- those wanting to qualify for job promotion or entry to a new occupational field;
- those studying subjects for self-development or skill-development;
- Senior Division public secondary school students needing courses in which they were unable to register at school;
- students maintaining continuity in their education during a temporary absence from Ontario;
- students unable to attend school because of medical reasons or distance from school.

Correspondence Education services are free and fall into three main categories:

1. Lessons and other learning materials are provided to students who enrol in either elementary or secondary correspondence courses.
2. Evaluation of students' lesson assignments, encouragement, and tutorial assistance for students are provided by qualified teachers.

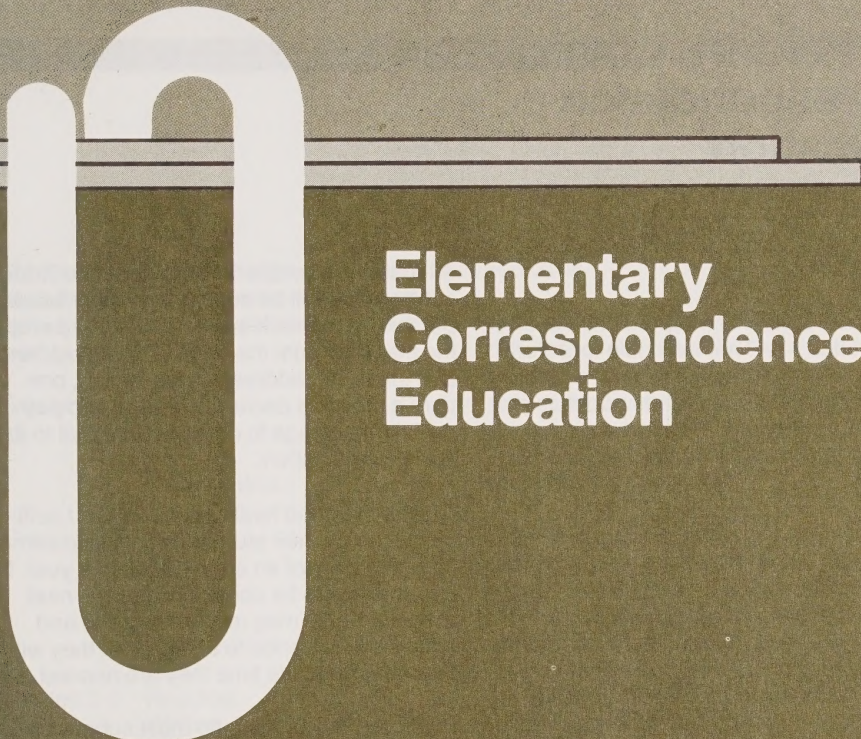
3. Advice for applicants and enrolled students in such matters as course selection, diploma requirements, career planning, and post-secondary educational opportunities is provided by counsellors.

Counselling can be obtained by writing, telephoning, or visiting Correspondence Education, 909 Yonge Street, Toronto, Ontario M4W 3G2. The telephone numbers in Toronto are as follows:

- elementary program — **965-7326**
- secondary program — **965-2657**

Ontario residents will find the toll-free number in the Ontario Government section of their telephone directory, listed under Correspondence Courses. For most areas the number is **1-800-268-7065**.

Applicants are advised that yearly enrolment quotas have been placed on all correspondence courses. As a result, applicants may have to postpone enrolment in certain courses if the quotas have been filled at the time of their application.



Elementary Correspondence Education

Elementary Correspondence Education

Children

Elementary school correspondence courses from Grades 1 to 8 are available to Ontario children who are unable to attend school. Lessons, materials, and other supplies are provided; textbooks are lent; and assignments are corrected by qualified associate teachers.

A child living in Ontario who is between six and sixteen years of age and who is unable to attend school for a period of three months or more is eligible for enrolment. A child who normally resides in Ontario but is temporarily living outside Canada may also be enrolled. Enrolment for those living outside Canada can be continued for a maximum of three years. Eligibility will be reconsidered when parents request that a child's enrolment be continued into another grade.

Parents wishing to apply for elementary courses for a child should complete Application Form A and return it to the Correspondence Education office, together with the child's last school report and either a medical certificate if the child is not well enough to attend school, or a recommendation for enrolment from the senior educational officer for the area if distance is the reason that the child is unable to attend school. The certificate or recommendation must state the reason for non-attendance and the length of time the child will be absent from school. No certificate or recommendation is required for children going outside Canada.

A parent applying for the enrolment of a child temporarily residing outside Canada must supply the name and address of a person in Ontario who will assume the responsibility of forwarding books and lessons.

All material from the Correspondence Education office will be addressed to this liaison person, who should be instructed to rewrap the material, print the pupil's foreign address and the return address on the parcel, prepare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.

Children in good health should spend sufficient time on their studies each day to complete the work of an entire grade in a year. If enrolment is to be continued into the next grade, parents may request lessons and supplies in advance to ensure that they will be received by the time they are needed.

Pupils residing in Ontario must submit lesson assignments to the Correspondence Education office for appraisal and comment by associate teachers. Pupils living outside Canada are advised to do the same, since children gain satisfaction and encouragement from contact with a teacher and from receiving recognition for their work. If all lessons in a grade are submitted and satisfactory results obtained, a certificate of promotion will be issued.

Elementary course design

Elementary school courses are composite in their design. Each lesson includes the following subjects:

Grade 1	Speech Reading Printing Mathematics
Grade 2	Speech Reading Printing Spelling Mathematics
Grades 3-6	Reading Writing Spelling Language Mathematics Social Studies
Grades 7-8	Literature Writing Spelling Communications Mathematics History Geography Science

Adults

Applicants who have not completed elementary school and who wish to prepare for enrolment in secondary school courses should use Form C to apply for English E130 (described on page 20), English E132 (described on page 20), or Mathematics M160 (described on page 33).

Correspondence

Education

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1840-1849

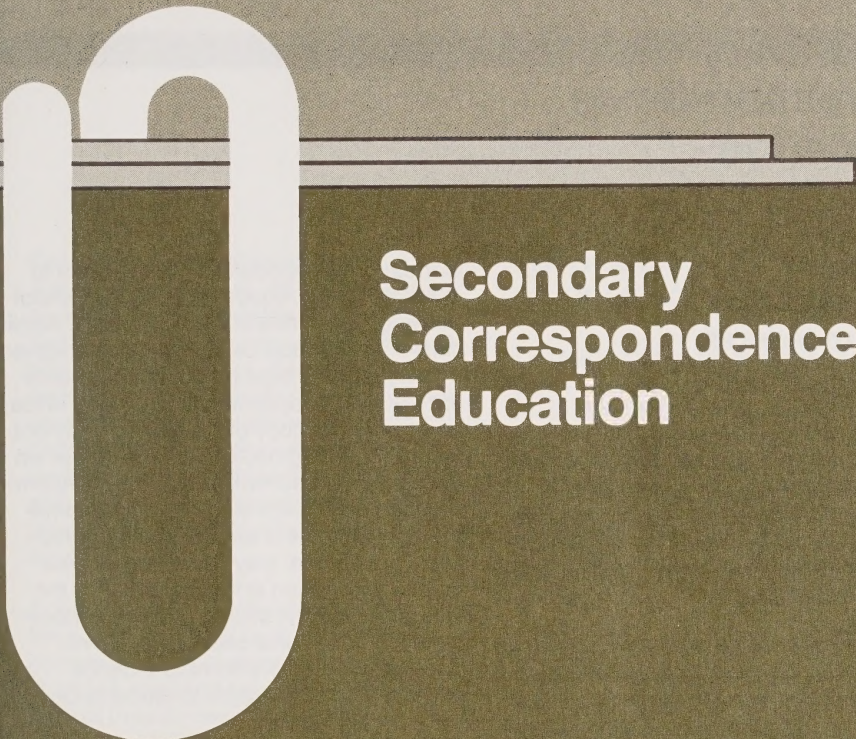
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Secondary Correspondence Education

Secondary Correspondence Education

Admission Requirements and Procedures

Adults

Correspondence courses are available to Ontario residents who are past the compulsory school age and are not enrolled in public secondary school day classes. The courses may be started at any time of the year. Applicants must be Canadian citizens or landed immigrants.

Each applicant will be enrolled in one course at the time of initial registration. Once a minimum of five lessons has been graded in one course, the student may request enrolment in an additional course.

A person who wishes to enrol should study the material in this calendar, complete Application Form C, and submit it to the Correspondence Education office, together with official educational records. A student applying within three months of leaving school must obtain and submit a recommendation for enrolment from the principal of the school last attended.

Students under sixteen

Correspondence courses are available to Ontario residents of compulsory school age who are not in attendance at school because of extended illness or distance from school. The parent or legal guardian of such a student should request the student's enrolment in secondary school courses by completing Application Form C and submitting it to the Correspondence Education office, together with evidence of the child's legal absence from school and the child's last school report.

Correspondence courses are available to students on the request of the Early School Leaving Committee of a school board. Application Form C must be completed and signed by the parent or legal guardian and submitted to the Correspondence Education office, together with a copy of the student's school record (including courses in progress when the student left school) and a written recommendation for enrolment from the committee signed by the chairperson or secretary. Initially, a student may be enrolled in one course only. When at least one-half of the lessons in the first course have been completed, an additional course may be requested. Elementary correspondence courses are not available to students on early school leaving.

Ontario residents temporarily absent from the province

Children of school age normally resident in Ontario may be enrolled in secondary school correspondence courses while temporarily absent from Canada. An adult normally resident in Ontario and temporarily living outside the province is also eligible for enrolment. Such individuals may participate in the Correspondence Education program for a maximum of three years while absent from the province. An applicant who will be leaving Canada must provide the name and address of an Ontario resident who will assume responsibility for forwarding books, lessons, and marked assignments. The duties of this liaison person are outlined at the time of the student's enrolment.

Before leaving Canada, the applicant should study this calendar, complete Application Form F, and submit it to the Correspondence Education office, together with a complete secondary school record.

Ontario day-school students

A student in Grade 11, 12, or 13 at a public secondary school may be eligible to take a correspondence course while enrolled at school, provided he or she has been granted a minimum of ten credits prior to the date of application. On the written recommendation of the principal, the Superintendent of Correspondence Education may admit an eligible secondary school student to a course in which the student is unable to register at school.

Application Form D should be obtained from the school attended by the student. The completed form, together with a copy of the student's complete secondary school record, a list of the courses in the student's current program at school, and a written recommendation for enrolment from the principal must be submitted to the Superintendent of Correspondence Education for approval. The signature of a parent or legal guardian is also required for an applicant under eighteen years of age.

The student will be enrolled in only one course at any one time. A request for an additional course will be considered after all of the lesson assignments in the first course have been completed and evaluated. The completed Form D and the school principal's written recommendation for enrolment are again required. New applications or requests for additional enrolments will not be accepted during July or August.

Information for Students

Learning materials and supplies

Once an application has been approved, the student is enrolled and provided with an initial set of materials. Further lessons and learning materials are supplied automatically as the student progresses through the course. On completion or termination of a course, the student must return to the Correspondence Education office any texts, kits, and recordings that have been provided on loan.

Students taking Grade 13 courses must purchase the necessary textbooks. Furthermore, in some practical courses students are required to obtain their own materials.

Submission and evaluation of assignments

A student's success in studies undertaken by correspondence depends on the careful study of lesson materials, the regular completion and submission of assignments, and the constructive use of the associate teacher's comments and suggestions that are made on the assignments returned to the student.

Associate teachers are qualified and experienced school teachers located across the province. The associate teacher who will evaluate a student's work in a course is identified for the student at the time of enrolment. As soon as the student has completed all assignments for a lesson, the assignments are mailed to the teacher for evaluation, and the student proceeds with the next lesson. Evaluated lessons are returned by the teacher directly to the student, unless they are lessons from a student living outside

Canada, in which case they are returned to the student's Ontario liaison. The associate teachers report to the Correspondence Education office on all work done by students, and the office maintains records of each student's progress.

Requirements for course completion

A student earns credit for a Grade 9 or 10 course by completing lesson assignments. The student's final mark is based on the assignments. There are no tests for these courses.

A student earns credit for a Grade 11, 12, or 13 course by completing the lesson assignments and successfully writing a final, supervised test. The supervised test mark and the average of the lesson assignment marks have equal weight when the final mark is determined. A student who for medical reasons wishes consideration for exemption from the final test should write to Professional Services, Correspondence Education office, enclosing a physician's statement in support of the request. Students who are fifty years of age or over are exempted from final tests.

Test arrangements for Grade 11, 12, and 13 courses

Test-writing procedures are the same for correspondence students who are attending school as for those who are not attending school. Since the emphasis in the final test is placed on the material in the last half of the course, the test is arranged only after the assignments for all lessons of the course have been received and graded.

The final test for a student living in Ontario can be written either at the Correspondence Education testing centre, 909 Yonge Street, Toronto (416-965-2657), or in the student's locality, under the supervision of a Correspondence Education teacher living in the same area. If no preference for writing tests at the Correspondence Education testing centre is expressed, a supervisor in the student's locality will be identified when marks for all lesson assignments in a course have been recorded, and the student will be asked to contact the supervisor to arrange a convenient time and place for the test.

Students living outside Ontario are asked to submit the name of a professional person for approval as supervisor.

Course completion time

Courses may be completed and certificates obtained at any time of the year. The time taken to gain standing in a course will depend mainly on the individual student's speed in completing assignments successfully. Another factor is the time required for each lesson to travel between the student and the associate teacher.

Progress through a course is easier and faster for the student who submits assignments regularly. Course material is better remembered and lesson assignments and tests are more readily completed if no interruption in studies occurs. If an interruption does occur, the student can usually resume a course at the point reached before the interruption. However, since the correspondence courses are being continually revised, a student's access to a particular course cannot be guaranteed for a period longer than two years after enrolment in the course.

Post-secondary objectives

A student whose objective is to gain admission to an institution of post-secondary education should consult officials of that institution to find out what standing, diploma, or particular subjects are required. Mature students should inquire also about any special provisions for their admission. Students attending school should consult school guidance counsellors.

Horizons, a guide to educational opportunities in Ontario beyond secondary school, is available from the Communication Services Branch, Ministry of Education, 14th Floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 1L2. The branch's telephone number in Toronto is 965-6407; the long-distance, toll-free number (usable in many Ontario localities) is 1-800-268-7501.

Certificates and Diplomas

Certification

Certificates are issued to students who complete correspondence courses successfully. These certificates are equal in value to those issued by Ontario secondary schools.

A certificate for completion of a course states the credit value of the course towards the Secondary School Graduation Diploma or Secondary School Honour Graduation Diploma. When the student has earned through correspondence courses the last credit needed to meet the requirements for either of these diplomas, the diploma is issued.

The Correspondence Education office reports to the Management Information Systems Branch of the Ministry of Education the awarding of diplomas and Grade 13 credits to correspondence students.

The awarding of certificates earned through correspondence study by day-school students is reported to their school principals.

Secondary School Graduation Diploma

A student can fulfil the requirements for the Ontario Secondary School Graduation Diploma by accumulating the necessary credits through Ministry of Education correspondence courses, at Ontario public secondary schools (in day or evening programs), at inspected Ontario private schools, or through a combination of these programs.

A student who is at least eighteen years of age and who has withdrawn from school for a period of at least one year may be granted equivalent credits for the following: maturity and length of time out of school, successful completion of courses that are not normally identified as secondary school courses, and successful completion of each period of an apprenticeship training program. However, no mature student who is granted equivalent credits can qualify for the diploma without further study.

A correspondence education student can obtain information about necessary credits towards the Secondary School Graduation Diploma by writing to the Registrar of Correspondence Education and submitting school records and other relevant information. An assessment of the student's standing may be delayed until the student has made progress in correspondence course study.

Secondary School Honour Graduation Diploma

The requirements for the Secondary School Honour Graduation Diploma are met through the accumulation of six Ontario secondary school Grade 13 credits. These credits may be obtained through Ministry of Education correspondence courses, at Ontario public secondary schools (in day or evening programs), at inspected Ontario private schools, or through a combination of these programs. No equivalent credits are granted for this diploma.

The Secondary School Graduation Diploma is not a requirement for the Secondary School Honour Graduation Diploma or for enrolment in Grade 13 courses.

Statement of achievement

On the request of a correspondence education student who is not attending secondary day school, the Registrar of Correspondence Education will issue a statement of achievement indicating the courses completed, the final marks obtained, and the credit value of the courses. The student may request a progress report for a course in which a significant part of the required work has been completed and evaluated (at least ten lessons in a twenty-lesson course, and at least five lessons in a ten-lesson course). Correspondence students attending secondary day school should obtain statements of achievement from the schools they are attending.

Method of Course Selection

These directions are for correspondence students who are not attending a school. Students attending a school will be guided in course selection by their school. An index of 1981-82 courses is given on pages 47-49. Individual course descriptions are given on pages 16-46.

An understanding of certain terms will help the student in using the descriptions.

Grade. Ontario secondary school grades are 9, 10, 11, 12, and 13, and there is a progression of difficulty in the succeeding grades.

Levels of difficulty. Each course belongs to one of three levels of difficulty:

- *basic* — basic knowledge and skills in subjects such as English and mathematics;
- *general* — between the basic and advanced levels of difficulty; appropriate as preparation for employment or further education in colleges or other non-university educational institutions;
- *advanced* — appropriate as preparation for Grade 13 studies in the subject and for university or college studies after Grade 13.

The level of difficulty to which a course belongs is stated at the beginning of the course description. There may be several courses at different levels in a single subject in a single grade. The level of difficulty of a course has no bearing on its credit value.

Credit. The value a course has towards the Secondary School Graduation Diploma or Secondary School Honour Graduation Diploma is expressed in terms of credits. A credit is awarded to a student for the successful completion of a course. No credit is awarded for the completion of a course that has the same content as one the student completed previously.

Each course description states the credit value of the course. (Most courses have a value of one credit; a few have a value of one-half credit.) Only Grade 13 courses give credit towards the Secondary School Honour Graduation Diploma.

Areas of study. The Ministry of Education requires that secondary school courses be grouped under four areas of study:

● <i>Communications</i>	COM
● <i>Social and Environmental Studies</i>	SES
● <i>Pure and Applied Sciences</i>	PAS
● <i>Arts</i>	ART


The area of study to which each secondary correspondence course belongs is indicated at the beginning of the course description. A few courses belong to more than one area of study.

Code. Each course is given a code (one or two letters representing the subject name, followed by two or three numerals). The code provides a brief identification of the course. A course code ending in "x" indicates that the course has a value of one-half credit.

From the wide range of subjects available, the student should first select the subject that he or she wishes to study. (The index on page 47 will be helpful.) If there are a number of courses offered in the subject selected, the student should choose a particular course by comparing the course descriptions, giving special attention to

grade, level of difficulty, and recommended background. The selection of subject and particular course in the subject should be based on the student's interests, objectives, and previous educational experience. A student with little or no previous secondary education should begin with some Grade 9 or Grade 10 work. After completing some courses in these grades, he or she can move on, with confidence, to the more demanding work in higher grades.

A student will be enrolled in one course at the time of initial registration, but he or she should list several courses on the application form, in order of preference. If the first choice is not available or is not appropriate for the student's objective or background, one of the other courses listed by the student will be supplied. A student who will be living outside Canada may request enrolment in more than one course at one time.



Course Descriptions

A course index is given on
pages 47-49.

Business Education

General Business

Consumer Studies CS200

Grade 10 SES

General Level one credit

This course is a good choice for beginners in business education. It is written from the consumer's point of view. The course will help students to understand how the modern market place operates, to become wiser consumers, and to prepare themselves for more advanced business courses. The language and the exercises are simple and straightforward.

Topics include: money, budgeting, credit, basic buying principles, real estate, and transportation.

Recommended background: none

Text: none

Computer Fundamentals CF340

Grade 11 COM, PAS

General Level one credit

This introductory course on computers requires no previous knowledge of the subject. It aims to give students a basic understanding of how a computer works and the way it is programmed. The course concentrates on theory, and there are no opportunities to test programs in practice.

Topics include: elementary information about punched cards, computer storage, flow-charting, machine language, data-recording media, computer concepts, and an introduction to logic.

Recommended background: none

Text: Squire, Enid. *The Computer*. 2nd ed.

Marketing MK440

Grade 12 SES, ART

General Level one credit

This course acquaints students with the basics of marketing, sales promotion, and advertising, and with the effects of marketing on the total economy.

Topics include: communications, advertising, selling, packaging and labelling, market research, and the law and marketing.

Recommended background: Grade 10 English reading and writing skills

Text: Taller, Terry. *Marketing: A Canadian Perspective*.

Law LW402

Grade 12 SES

General Level one credit

The subject of this introductory course is Canadian law as it applies to ordinary business and private affairs. It does not prepare students to handle legal affairs, but provides them with a basic knowledge of legal rights and obligations, enabling them to recognize situations that require professional legal advice.

Topics include: a brief examination of our legal system; criminal law; civil rights; tort law; contract law; consumer protection, employment, real property, and family law.

Recommended background: Grade 10 English reading and writing skills

Text: none

Secretarial

TY140, TY240, CB300, and CB400 are normally taken in sequence, because typing skills and applications are developed progressively through the series.

Typewriting TY140

Grade 9	COM, ART
General Level	one credit

In this introductory course students will learn to type by the touch system, which will enable them to accomplish tasks in less time, with less energy, and with greater accuracy than those who have yet to develop this skill or who type by the hunt and peck method. Students will learn the keyboard and develop a sufficient skill in typing for personal use, building a foundation for further development of the skill.

Topics include: keyboarding, set-up and placement of material, composing at the typewriter, simple column typing, and personal and business letters.

Recommended background: none

Text: none

Equipment: Students must have access to a typewriter.

Typewriting TY240

Grade 10	COM
General Level	one credit

This course will be useful for students who wish to expand typing and communication skills acquired in an introductory typing course. They will be given considerable practice typing in modern business situations. Timed writings will be assigned to help build typing efficiency.

Topics include: centring, tabulating, duplicating, correspondence, manuscripts, forms typing, and timed writings.

Recommended background: Typewriting TY140 or an equivalent introductory typing course

Text: Attridge, Catherine M. *Applying Typing Skills*.

Equipment: Students must have access to a typewriter.

Communications and Business Procedures CB300

Grade 11	COM, PAS
General Level	one credit

Students who enrol in this course will develop a high degree of skill in the use of the typewriter and will study the characteristics of a modern office.

Topics include: office mail operations, telephone services, filing procedures, business letters and reports, dictation, transcription, and duplication.

Recommended background: Typewriting TY240 or the equivalent

Texts: Attridge, Catherine M. *Office Procedures in Action*.
Sparling, Allen E., and Attridge, Catherine M. *Business Forms and Working Papers for Complete Course in Office Procedures*.
_____. *Complete Course in Office Procedures*.

Equipment: Students must have access to a typewriter.

Communications and Business Procedures CB400

Grade 12	COM, PAS
General Level	one credit

Students who enrol in this course will learn to apply typing and procedural skills to a variety of typing situations.

Topics include: the personal characteristics required for a successful business career; filing procedures and systems; letters with special features and inter-office memoranda; banking services; accounting forms; purchasing and sales order routines; making travel arrangements; applying for a position; and typing techniques for centring and display and for business reports, minutes, and manuscripts.

Recommended background: Communications and Business Procedures CB300 or the equivalent

Texts: Attridge, Catherine M. *Office Procedures in Action*.

Sparling, Allen E., and Attridge, Catherine M. *Business Forms and Working Papers for Complete Course in Office Procedures*.

_____. *Complete Course in Office Procedures*.

Equipment: Students must have access to a typewriter.

Pitman Shorterhand SH350

Grade 11	COM
Advanced Level	one credit

This introductory course provides students with the basic theory and principles of the Pitman shorterhand system, which is a modified and simplified version of the classic Pitman shorthand system. Students will be expected to transcribe practised material at no less than sixty words per minute by the

end of the twenty lessons. The theory of the system is presented in the course, along with a good deal of practical application involving reading, writing, and controlled dictation by means of cassette tapes.

Recommended background: Applicants for this course should have at least Grade 10 standing in English, since accurate transcription (interpretation of shorterhand outlines) requires a good background in English. A knowledge of typing is not essential, because the main aim of this course is to teach the basic theory and principles of Pitman shorterhand.

Text: Reid, George A., and Thompson, Evelina J. *Pitman Shorterhand*.

Equipment: Students must have access to a cassette player.

Pitman Shorterhand SH450

Grade 12	COM
Advanced Level	one credit

This course is a continuation of the introductory Shorterhand SH350 course or its equivalent. It stresses the practical application of the theory learned in Shorterhand SH350. Students will be expected to transcribe practised material at about eighty words per minute by the end of the twenty lessons.

The major emphasis of the course is on controlled dictation practice done by means of phonograph records.

Recommended background: Pitman Shorterhand SH350 or the equivalent, and a good background in typing

Texts: Reid, George A., and Thompson, Evelina J. *Shorthand Dictionary of Common Words*.

Reid, George A.; Thompson, Evelina J.; and Scott, Esther M. *Writing and Transcription Skill Development*.

Sabin, William A. *Reference Manual for Secretaries and Typists, SI Metric*.

Equipment: Students must have access to a typewriter and a record player capable of playing 33-1/3 rpm records.

Accounting

Accounting AC305

Grade 11	PAS
General Level	one credit

This introductory course will give students a basic understanding of accounting principles and concepts related to both business and personal use.

Topics include: the journal, the ledger, the profit and loss statement, the balance sheet, the synoptic journal, special transactions, and the use of flow-charts with special attention to business systems and procedures.

Recommended background: Grade 10 basic mathematics

Text: Syme, G.E. *Accounting 1*. 2nd ed.

Accounting AC405

Grade 12	PAS
General Level	one credit

This course builds on the accounting principles and concepts taught in most introductory accounting courses. It promises an excellent foundation for further study in accounting.

Topics include: an expansion of the student's knowledge of journals, adjustments, financial statements and their analysis, voucher systems, partnerships, and corporations.

Recommended background: an introductory accounting course

Text: Syme, G.E. *Accounting 1*. 2nd ed.

Accounting AC550

Grade 13	PAS
Advanced Level	one credit

Students who enrol in this course will be expected to analyse data, to solve problems, to make decisions, to read and understand professional and financial publications, and to prepare written reports. Some practical accounting exercises are included in this theoretical course.

The introductory lessons cover basic accounting principles, concepts, and theory. The following advanced topics are included: methods of processing accounting data, the voucher system, inventory systems, and an introductory treatment of current-value and inflation accounting.

Recommended background: Students who select this course without any background in accounting should be able to provide proof of their ability to successfully complete other Grade 13 courses.

Texts: Kaluza, H.J. *Working Papers 1 for Elements of Accounting: A Senior Course* (Chapters 1-4). 2nd ed. Toronto: McGraw-Hill Ryerson, 1979.

_____. *Working Papers 2 for Elements of Accounting: A Senior Course* (Chapters 5-14). 2nd ed. Toronto: McGraw-Hill Ryerson, 1979.

Kaluza, H.J., and Leonard, W.G. *Elements of Accounting: A Senior Course*. 2nd ed. Toronto: McGraw-Hill Ryerson, 1979.

English

English E130

Grade 9	COM
Basic Level	one credit

This course has a practical purpose: to develop the student's ability to use and understand English in everyday situations where a basic knowledge of English is necessary. It is designed for students who have only a little English or who did not complete elementary school English. A dictionary and other reading materials are provided.

Short practical tasks related to the daily lives of most Canadians are used to develop skills in reading and writing. Spelling, grammar, punctuation, and vocabulary-building are emphasized. Selected short stories encourage understanding and enjoyment in reading.

Recommended background: none

Text: none

English E132

(available October 15, 1981)

Grade 9	COM
Basic Level	one credit

This is a traditional, basic course intended for students who would like remedial work in the use of language before continuing the study of English in higher grades. The program offers a review of grammar and practice in spelling, vocabulary-building, reading comprehension, and writing. It is both a preparatory course and a remedial course.

Recommended background: none

Texts: Allison, Gordon H. *Exercises in the Structure of English, Book 1*.

Hardwick, H.C. *Words Are Important*.

Kuska, Alexander, et al. *Spelling in Language Arts 8*.

London, Jack. *The Call of the Wild*.

Richards, Haydn. *Read, Think and Write*.

English E111

Grade 9	COM
Advanced Level	one credit

This course is based on literature and is the first of the academic courses in the English program. The literature to be studied includes short stories, poems, plays, and a novel. In the drama section students may choose either the Shakespearean play or the other plays. The writing exercises are for the most part tied in with the literature.

Recommended background: competence equivalent to a successful completion of elementary school English

Texts: Bennett, George, ed. *Great Tales of Action and Adventure*.

Dozier, Robert. *A Real Fine Cutting Edge*.

Gibson, William. *The Miracle Worker*.

Leavitt, Hart Day, and Sohn, David A. *Stop, Look and Write*.

Monsarrat, Nicholas. *The Cruel Sea*.

Shakespeare, William. *Twelfth Night*.

English E211

Grade 10	COM
Advanced Level	one credit

Like the other academic courses in the English program, this course is designed for students who, through the study of literature, seek to improve their understanding and their writing. It is the second of the academic courses in the English program and is a suitable preparation for studies in academic Senior secondary school English. The reading in the course includes short stories, poems, a number of one-act plays, and two novels. There are exercises in traditional grammar and writing assignments, which are based for the most part on the readings.

Recommended background: Grade 9 English

Texts: Basset, John M., and Rutledge, Donald G. *Writing with a Purpose*. Evoy, Marshall Bruce. *Eight One-Act Plays*. Gordon, Allison H. *Exercises in the Structure of English, Book I*. Langford, W.F., and McEvoy, B.L., eds. *Rip Cord and Other Stories*. Shute, Neville. *Pied Piper*. Wier, Charles W. *Steel and Summer Rain*. Wyndham, John. *The Chrysalids*.

English E240

Grade 10	COM
General Level	one credit

Students who wish to improve their command of practical, day-to-day English will find this course designed to meet their needs. It stresses the fact that language is a social tool.

Experience in the practical use of English for different social occasions is provided through the study of a wide range of writing styles, including social announcements, personal and business correspondence, applications, and diaries. Woven into the course is a review of basic English grammar. Valuable help in the enjoyment of the language is supplied through various Canadian literary works, including poetry, drama, and short stories.

Recommended background: Grade 9 English

Texts: a good dictionary
Carr, Emily. *Klee Wyck*.
Mitchell, W.O. *Who Has Seen the Wind*.
Stevens, John, ed. *Ten Canadian Short Plays*.

English E311

Grade 11	COM
Advanced Level	one credit

This course prepares students for secondary school English in higher grades or for the business world. Good reading and writing skills are developed in a varied and balanced program, which includes a study of the mass media, business correspondence, short stories, poems, plays, and a novel. Students may choose either a group of short contemporary plays or a Shakespearean play.

Recommended background: Grade 10 English

Texts: Allison, Gordon H. *Exercises in the Structure of English, Book 2*.
Lee, Harper. *To Kill a Mockingbird*.
McMaster, R.J., ed. *Black, Bright and Grey*.
Payne, Lucille Vaughan. *The Lively Art of Writing*.
Repath, Austin. *Mass Media and You*.
Shakespeare, William. *Romeo and Juliet*.

English E340

Grade 11	COM
General Level	one credit

This course provides experience in using English with ease in many social activities that require written English. It will increase the confidence of students in expressing their personal views and in responding in writing to the views of others.

The course provides the student with opportunities to practise various forms of written English: reports, summaries, reviews, letters, etc. In addition, attention is given to writing style through the processes of editing and revising. Short stories, poems, one-act plays, and a novel add interest to the course and provide topics for discussion.

Recommended background: Grade 10 English

Texts: Brown, Cassie. *Death on the Ice*.
McNeil, James A. *Tigers of the Snow*.

English E421

Grade 12	COM
Advanced Level	one credit

This course encourages students to think critically about form and content in literature. It is designed for students who wish to make an academic study of English at an advanced secondary school level.

Important major works of such well-known authors as John Steinbeck, August Strindberg, D.H. Lawrence, and Arthur Miller are included. Some Canadian poets are represented. Exercises in the use of language develop analytic and expressive skills.

Recommended background: English E311 or the equivalent

Texts: Greene, James J., ed. *The One Act Play*.

Lawrence, D.H. *Sons and Lovers*.

McMaster, R.J. *Points of Light*.

Miller, Arthur. *Death of a Salesman*.

Porter, C.J., ed. *Cross Currents*.

Shakespeare, William. *Macbeth*.

Steinbeck, John. *The Pearl*.

Winter, E.H., and Smith, Reed. *Learning to Write*.

English E422

Grade 12	COM
General Level	one credit

This general course is designed to help students to learn more about themselves, to bring their reading and writing skills to a level acceptable to the business world, and to promote their appreciation of literature and language.

The study of short stories, poems, plays, novels, and essays encourages students to explore contemporary issues and respond to them. Emphasis is given to Canadian writing, the mass media, and forms of business correspondence. A long-playing record is part of a lesson intended to help students improve their ability to listen and to speak. The language studies are related to the everyday language encounters of students.

Recommended background:

English E340 or E311 or the equivalent

Texts: Callaghan, Morley. *More Joy in Heaven*.

Hemingway, Ernest. *The Old Man and the Sea*.

Laurence, Margaret. *A Jest of God*.

Stevens, John, ed. *Ten Canadian Short Plays*.

English E521

Grade 13	COM
Advanced Level	one credit

This updated Senior course in English is intended to develop two basic skills – appreciative reading and effective writing. It also aims to improve the student's ability to listen and to speak.

The comparative study of various literary forms (short story, essay, poetry, drama, novel) provides students with an opportunity

to evaluate literature, to express their opinions, and to improve their writing skills. A section on Canadian poetry, accompanied by a recording of Canadian poets and writers, adds interest to the course. Instruction and practice in writing précis and essays prepare students for post-secondary work.

Recommended background: Grade 12 English

Texts: Ford, M. *Techniques of Good Writing*. Toronto: The Book Society of Canada, 1961.

Giraudoux, J. *The Madwoman of Chaillot*. Toronto: McGraw-Hill Ryerson, 1969.

Hemingway, E. *A Farewell to Arms*. New York: Charles Scribner's Sons, 1967.

Shakespeare, William. *Hamlet*. Falcon edition. Toronto: Longman Canada, 1963 (issued by Academic Press).

English E553

Grade 13	COM
Advanced Level	one credit

What is a Canadian? How is the Canadian sense of identity reflected in the writings of our authors — those who were born here and those who, like Susannah Moodie, came as immigrants?

Margaret Laurence, Al Purdy, Robertson Davies, Gratien Gélinas, Margaret Atwood, Gabrielle Roy, and Mordecai Richler are among the well-known contemporary authors who bring wit and insight to the Canadian experience. Students will also encounter a host of other Canadian writers in this Canadian studies course designed for readers who want to learn more about this country's literary heritage. A recording of some of these poets and writers helps to enliven the course.

To improve the student's ability to write, listen, and speak effectively, a new program has been integrated into the course. A series of interesting exercises in the writing of standard sentences has also been included.

Recommended background: Grade 12 English

Texts: Davies, Robertson. *At My Heart's Core*. Toronto: Clarke, Irwin, 1966.

Gélinas, Gratien. *Yesterday the Children Were Dancing*. Toronto: Clarke, Irwin, 1967.

Laurence, Margaret. *The Stone Angel*. Toronto: McClelland and Stewart, 1968.

Mandel, Eli. *Poets of Contemporary Canada*. Toronto: McClelland and Stewart, 1972.

Mickleburgh, Brita. *Canadian Literature*. Toronto: McClelland and Stewart, 1973.

English E306x

Grade 11	COM, ART
General Level	one-half credit

This course is based on readings in science fiction. It examines the ways in which some well-known twentieth-century writers see the future. A variety of short stories and novels takes an imaginative look at our future on earth and in space. Each lesson provides the student with experience in developing critical and creative writing potential.

Recommended background: Grade 10 English

Texts: Barter, Alan F., and Wilson, Raymond, eds. *Stories from Untravelled Worlds*.

Boulle, Pierre. *Planet of the Apes*.

Bradbury, Ray. *Fahrenheit 451*.

Clarke, Arthur C. 2001: *A Space Odyssey*.

Huxley, Aldous. *Brave New World*.

Payne, Lucille Vaughan. *The Lively Art of Writing*.

Wyndham, John. *The Midwich Cuckoos*.

French

English E342x

Grade 11	COM
General Level	one-half credit

This course will be useful to students who want to develop confidence in writing acceptable English. It examines language structures and provides exercises in grammar and usage. The lessons take a close look at parts of speech, phrases and clauses, and sentence patterns.

Recommended background: Grade 10 English

Text: none

English E452x

Grade 12	COM, ART
Advanced Level	one-half credit

Students who like to write or are interested in improving their writing skills will find this course helpful and fun. The ten lessons take the mystery out of creative writing by illustrating and giving practice in specific skills. The model passages and assignments provide examples of techniques used in writing narration, description, exposition, poetry, and short stories, as well as in writing for newspapers, the stage, or the camera. Each lesson also gives the student an opportunity for undirected, personal expression.

Recommended background: English E340 or E311 or the equivalent

Text: Strunk, William, and White, E.B. *Elements of Style*.

A self-corrected test requiring approximately twenty minutes to complete is available on request. It is designed to assist students to determine whether they should attempt the Grade 9 or the Grade 10 course.

A second test to determine whether Grade 11 or Grade 12 French courses should be selected is also available on request.

French F103

Grade 9	COM
Advanced Level	one credit

French F103 introduces students to contemporary spoken and written French, and prepares them for French F203.

Topics include: oral practice (by means of records), language analysis and writing practice, and short reading passages.

Recommended background: This course can be attempted by beginners or by students with some (largely informal) knowledge of French.

Text: Kenney, M., et al. *Passeport français, Books 1 and 2*.

Equipment: Students must have access to a record player.

French F105

Grade 9	COM
Advanced Level	one credit

French F105 is identical in content to French F103, but the audio portion is presented on cassettes rather than on records. Students must have access to a cassette player.

French F203

Grade 10	COM
Advanced Level	one credit

This course is a continuation of French F103. The emphasis is placed on oral and writing skills, with the use of records; language study, including the study of some grammar topics; and readings, including passages on cultural topics.

Recommended background: French F103 or the equivalent

Text: Kenney, M., et al. *Passeport français, Books 3 and 4.*

Equipment: Students must have access to a record player.

French F205

Grade 10	COM
Advanced Level	one credit

French F205 is identical in content to French F203, but the oral work is presented by means of cassettes rather than records. Students must have access to a cassette player.

French F350

Grade 11	COM
Advanced Level	one credit

Students continue to develop oral, writing, and reading skill-building. There are many opportunities for writing and reading in French.

Topics include: oral practice through records, writing medium-length passages, reading short stories, and language study.

Recommended background: French F203 or the equivalent

Texts: Howlett, F.G., and Paton, J.A. *Point de départ.*

Kenney, M., et al. *Passeport français, Books 5 and 6.*

Equipment: Students must have access to a record player.

French F450

Grade 12	COM
Advanced Level	one credit

French F450 continues to develop the skills taught in French F350, but at a more senior level.

Topics include: oral and written practice, language study, cultural topics concerning both France and Quebec, and dictation and comprehension practice tests on records.

Recommended background: French F350 or the equivalent

Texts: Euler, G.D., and Kenney, M. *Histoires de nos jours.*

_____. *Un bel avenir.*

Howlett, F.G., and Paton, J.A. *Point de départ.*

Kenney, M., et al. *Passeport français, Books 7 and 8.*

Equipment: Students must have access to a record player.

French F521

Grade 13	COM
Advanced Level	one credit

This course combines reading (short stories and a modern play) and composition (grammar study and writing practice). On completion of the course, students should have a good working ability in all aspects of everyday French.

Recommended background: French F450 or the equivalent

Geography

Texts: Gélinas, G. *Hier les enfants dansaient*. Ottawa: Éditions Leméac, 1968.
 Jeanneret, F.C.A.; Hislop, E.E.; and Lake, M.H. *Cours moyen de français, Part II*. Toronto: Clarke, Irwin, 1968.
 Maupassant, Guy de. *Contes choisis de Guy de Maupassant*. Toronto: Clarke, Irwin, 1967.

French F552

Grade 13	COM
Advanced Level	one credit

Students with a special interest in Senior French or who intend to study French beyond the secondary school level should find this course valuable.

The course includes advanced grammar topics, an emphasis on developing writing style, and the study of two plays and a novel with a view to developing a critical appreciation of French literature.

Recommended background: French F450 or the equivalent. Students may take F521 and F552 concurrently.

Texts: Carlut, C., and Meiden, W. *French for Oral and Written Review*. Toronto: Holt, Rinehart and Winston, 1976.

Molière, J. *Le bourgeois gentilhomme*. Paris: Éditions Bordas, 1977.

Molière, J. *Tartuffe*. Paris: Éditions Bordas, 1969.

Roy, G. *Rue Deschambault*. Montréal: Éditions internationales Alain Stanké, 1980.

Geography G103

Grade 9	SES
Advanced Level	one credit

The continents of Europe and Asia – or Eurasia, as they are often called – form a gigantic land mass that is the home of three-quarters of the world's population. In this course, students examine Eurasia's diversity, unity, and world significance. The populations and topographies of certain European and Asiatic countries are examined separately. The most important nation under study, the U.S.S.R., stretches across both continents.

The course seeks to foster a sympathetic understanding of problems that may seem remote to most Canadians. The colourful maps and illustrations in the text, combined with other illustrative material in the lessons, help to make this an interesting and relevant course.

Recommended background: none

Texts: *The Canadian Oxford School Atlas*. 3rd ed.

Clee, D.A., and Hildebrand, W. *Through Europe and Asia*.

Geography G203

Grade 10	SES
Advanced Level	one credit

Whether Canadians have travelled widely or have simply studied maps, photographs, and films of Canada, they are aware of the great diversity of the country's geography. This diversity and the contrast between the vast size of their country and the small, scattered pockets of population have given rise to various problems that offer unlimited topics for student investigation.

The first part of this course introduces the physical landscape of Canada and establishes in students a firm understanding of the origins and appearance of the land. With this background, the settlement and economic development of the country can be better appreciated and many current problems can be seen in a clearer perspective.

The course is particularly suited to students who have not been involved in academic studies for some time, as it enables them to utilize both the textual material and their own practical experience as resources for completing assignments. Many opportunities are provided for students to research topics of their choice and to conduct geographical investigations in their own neighbourhoods.

Recommended background: none

Texts: *The Canadian Oxford School Atlas*. 3rd ed.

Tomkins, M.T., et al. *Canada: The Land and Its People*.

Geography G303

Grade 11	SES
Advanced Level	one credit

People exist in both natural and engineered environments. Because both kinds of environments must function closely together, it is important to understand how each functions separately and how the interaction of the two proceeds. This course examines the interaction of land and people, how it comes about, and the effect it has on each. The emphasis is on physical geography and the development of basic skills such as using the atlas and interpreting topographic and weather maps and charts.

Recommended background: A Grade 9 or Grade 10 geography course is advisable, but not a prerequisite for taking this course.

Texts: *The Canadian Oxford School Atlas* (metric edition).

Inch, R.S., and Stone, W.G. *The Physical Environment* (metric edition).

Urban Studies G403

Grade 12	SES
Advanced Level	one credit

The causes and consequences of modern Canadian urban development and the nature of cities and towns in Ontario and Canada are the themes of this course. Urbanization, urban problems in large Canadian cities, pioneer settlements, small towns in Ontario, and an in-depth study of Toronto are among the topics covered. The student is given the option of researching the Mid-Canada Development Corridor or studying the local community.

Recommended background: One course in secondary school geography is advisable, but not a prerequisite for taking this course.

Texts: Baine, R.P., and McMurray, A.L. *Toronto: An Urban Study*.

Canadian Oxford School Atlas. 3rd ed.

Langman, R.C. *Patterns of Settlement in Southern Ontario*.

Wolforth, J., and Leigh, R. *Urban Prospects*.

History and Social Science

Geography G503

Grade 13	SES
Advanced Level	one credit

Within this century, Canada has been transformed from a country of farmers, miners, fishing people, and bushworkers to one in which urbanization and industrialization are key factors in the nation's economy and future prosperity. Canada is a diverse nation with many different regions, each with its own characteristics and problems. This course aims to give the student a deeper understanding of Canada and its existence as a collection of regions that together make up a highly distinctive country.

Resources for study include a recent text, books of readings, numerous up-to-date references, air photographs, and topographic maps.

Recommended background: a good grounding in physical and human geography provided by a course such as Geography G303

Text: Putnam, D.F., and Putnam, R.G. *Canada: A Regional Analysis*. Rev. ed. Toronto: J.M. Dent and Sons, 1979.

History H103

Grade 9	SES
Advanced Level	one credit

People from many different regions of the world have made Canada their home. Why did they come? What contributions have they made to Canada's growth and development? What are the roots of Canada's multi-cultural heritage?

This course tries to answer these and other questions. It emphasizes the origins and contributions of Canada's three founding peoples — the Native people; the French, and the British — and several minority groups. Other topics include: Canada's immigration policies, past and present; biculturalism and multiculturalism; and the nature of Canada's mixed population.

Recommended background: none

Text: Sheffe, N. *Many Cultures Many Heritages*.

History H203

Grade 10	SES
Advanced Level	one credit

What are some of the major contemporary Canadian issues? How and why did these issues develop? How have they affected Canada? What influence will they have on Canada's future? These are a few of the basic questions examined in this course.

The intent of the course is to give students an opportunity to learn about the rights and responsibilities of a Canadian citizen and to gain an understanding of present-day Canada and its relation to the world.

The course is organized around four topics: government and law; French-English relations; Canadian-American relations; and Canada in the world community. Ten basic

skills of historical analysis are taught and practised in the first ten lessons — one per lesson — at a very simple level. In the next ten lessons, the same ten skills are repeated — one per lesson — but at a more complex level. The result is a course that combines the acquisition of knowledge about contemporary Canada and the development of basic thinking skills.

Recommended background: none

Text: Kirbyson, R.C. *In Search of Canada, Volume 2*.

History H350

Grade 11	SES
Advanced Level	one credit

Modern civilization owes much to the ancient and medieval worlds. The themes covered in this course focus on the contributions of past civilizations to the Western world. The first ten lessons examine the prehistoric beginnings of society and the histories of ancient Egypt, Greece, and Rome. The next ten lessons concentrate on some of the mainstreams of medieval and early modern history. Included are topics such as feudalism, the influence of Islam and Roman Catholicism, the rise of towns and commerce, the Renaissance, the growth of Protestantism, the Counter Reformation, and the beginnings of the modern nation state.

Recommended background: A Grade 9 or Grade 10 history course is advisable, but not a prerequisite to taking this course.

Texts: Ricker, J., and Saywell, J. *The Emergence of Europe*.
 _____. *Renaissance and Reformation*.

History H450

Grade 12	SES
Advanced Level	one credit

This survey of world history, from the seventeenth century to recent times, features a study of the causes and courses of revolutions; the emergence and development of Communism; the origins, meaning, and aftermath of war; the influence of individuals such as Napoleon, Bismarck, Hitler, and Franklin Delano Roosevelt as shapers of events; and the sources and significance of totalitarianism as a form of government. The course examines the forces at work in what has been called the "Cold War", including the part played by the United Nations as a peacekeeper. It also focuses on some of the areas of the world, such as China, the Middle East, and the Third World, that promise to command increasing attention in the decades ahead.

Recommended background: One course in secondary school history is advisable, but not a prerequisite to taking this course.

Texts: Trueman, J., et al. *Modern Perspectives*. Rev. ed.
 Granatstein, J.L. *The Führer: Adolf Hitler, Master of Germany*.



History H503

Grade 13	SES
Advanced Level	one credit

How well do we know and understand the history of Canada? This course provides students with an opportunity to read about and interpret the contributions that interesting personalities have made to Canada and to examine major events that have made Canada what it is today.

The historical method is used to examine a variety of Canadian themes: Native peoples; the origin of French-Canadian nationalism; the pressures to form a confederation; the agony of conscription; life during the Depression; the development of Canadian autonomy; the need for and threat of foreign investment; and Canada's approach to and involvement in foreign affairs since 1945.

Students will have the opportunity to use the skills they develop in the course to design a self-directed research project.

Recommended background: one Grade 11 or 12 English or history course or the equivalent

Text: Herstein, H.H.; Hughes, L.J.; and Kirbyson, R.C. *Challenge and Survival*. Toronto: Prentice-Hall, 1970.

Man in Society MS440

Grade 12	SES
General Level	one credit

The objective of this course is to lead students to an understanding of human nature, society and its institutions, and possible future prospects for both. The initial lessons examine the characteristics of humans – their aggressiveness, prejudices, cultures, roles, and “races”. The remaining lessons

consider the nature of society and its institutions, the forces that alienate many individuals and how they might be overcome, and, finally, possibilities for the future.

Recommended background: One course in secondary school history or English is advisable, but not a prerequisite to taking this course.

Text: Rogers, D.P., and Sheffe, N. *Dimensions of Man*.

Economics EN402

Grade 12	SES
General Level	one credit

A basic understanding of economics is useful for everyone. In this course, students learn about the meaning, development, and importance of economics. The course is designed to help students increase their knowledge of what is happening in the Canadian economy and appreciate the interplay of economic forces throughout the world.

Various forms of economic organization – traditional, socialist, fascist, communist, and capitalist – are examined. Particular emphasis is placed on the influences on, and the operation of, Canada's economy. The economic problems of developing countries are also considered.

Recommended background: One course in secondary school history or English is advisable, but not a prerequisite to taking this course.

Texts: Macdonald, A.H. *Readings in the World of Economics*.
Trimble, W. *Understanding the Canadian Economy*. Rev. ed.

Economics EN551

Grade 13	SES
Advanced Level	one credit

Economic issues are of everyday concern for politicians and business people as well as for ordinary citizens. This course offers tools and practical methods for understanding and coping with current economic questions.

Emphasis is given to problems and issues that underlie economic policy and affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on current realities — to see economics as one aspect of our present social structure, and to realize the interrelationship of economic problems, social issues, and political decisions. Students are encouraged to defend reasoned positions on controversial public policy issues.

Recommended background: Students should have completed one Grade 12 course in economics, history, or English, or have the equivalent educational background to provide them with the reading and writing skills necessary for the successful completion of this course.

Text: Macdonald, H.H.; Silk, L.S.; and Saunders, P. *The World of Economics*. Rev. ed. Toronto: McGraw-Hill Ryerson, 1979.

Career Development and Life Planning CD340

Grade 11	SES
General Level	one credit

Changes in society, in technology, in work methods, and in the kinds of employment available are prompting both young Canadians who have just entered the work force and older Canadians who have worked for many years to ask themselves these questions: "How do I fit into society?"; "How do I relate to others?"; "How can I increase my satisfaction in my work and personal life?"; "Are my skills, training, and attitudes in step with today's requirements?"; "Have I worthwhile prospects for the future?"; "Am I doing what I can do best?"; "Am I enjoying my work?"; "Where am I going?".

This course sets out to help students answer these questions, develop life skills, and gain knowledge that will help them make career decisions.

Recommended background: Grade 11 English reading and writing skills

Text: none

Latin

Latin L211

Grade 10	COM
Advanced Level	one credit

This is a first course in Latin and uses a modern approach to this traditional subject.

Topics include: language study (using the first nineteen chapters of the text); some English to Latin translation; Roman life and culture; and the role of Latin in English, French, and other languages. A record for a brief study of the sound of Latin is available on request.

Recommended background: none

Text: Breslove, D., et al. *Latin for Canadian Schools: A New Approach*.

Latin L311

Grade 11	COM
Advanced Level	one credit

This course continues the approach of Latin L211 by covering chapters 20 to 38 of the text.

Topics include: reading, writing (including some English to Latin translation), and a study of Roman life. A study supplement is included with the first lessons. This is useful for students who need a general review or who have studied from courses that use a different approach, such as the Cambridge Series and *Lingua Latina*.

Recommended background: Latin L211 or the equivalent

Text: Breslove, D., et al. *Latin for Canadian Schools: A New Approach*.

Latin L411

Grade 12	COM
Advanced Level	one credit

In this third course, students will cover chapters 39 to 56 of the text and will be able to study short reading selections from the works of Latin prose writers.

Topics include: language study, reading Latin prose, and the life and customs of the ancient Romans. A study supplement is provided for students who have not done Latin L311.

Recommended background: Latin L311 or the equivalent

Text: Breslove, D., et al. *Latin for Canadian Schools: A New Approach*.

Latin L551

Grade 13	COM
Advanced Level	one credit

The course is based on chapters 57 to 76 of *Latin for Canadian Schools: A New Approach*. Students will also study important works of classical Latin literature.

Topics include: language study, prose and poetry readings, and the Latin heritage. A study supplement is included to help those who need review or who have studied other Latin programs in the past.

Recommended background: Latin L411 or the equivalent

Texts: Breslove, D., et al. *Latin for Canadian Schools: A New Approach*. Toronto: Copp Clark, 1967.

Taylor, B.C., and Prentice, K.E. *Selected Latin Readings*. Toronto: J.M. Dent and Sons, 1960.

Mathematics

The mathematics courses are divided into three categories:

- Series A – Mathematics for Business
- Series B – General Mathematics
- Series C – Advanced Mathematics

A general description of the series is given at the beginning of each series. The student should select the appropriate series, then determine the most suitable course from that series by reading the course descriptions.

Series A – Mathematics for Business

Series A is designed for students who wish one or more of the following:

- a better understanding of arithmetic;
- more skill in computations;
- knowledge of how mathematics is used in our daily lives, particularly in business transactions;
- an upgrading in commercial mathematics;
- standing in mathematics up to and including Grade 12, but not beyond;
- courses adapted to students who find mathematics difficult;
- courses that do not include algebra or geometry.

Note: Students wishing to prepare for post-secondary accountancy training should choose courses from Series B or Series C.

Mathematics M160 Arithmetic

Grade 9	PAS
Basic Level	one credit

Here is an opportunity for adult students to “go back to the beginning” in arithmetic. Careful explanations are provided, followed by numerous examples. A practice exercise is given for each topic, and full solutions are provided so that students can check their work and correct errors in thinking before beginning the actual assignment.

Topics include: the addition, subtraction, multiplication, and division of whole numbers, of fractions, and of decimals; and the percentage form and its use.

Recommended background: none

Text: none

Mathematics M220x Consumer Computations

Grade 10	PAS
Basic Level	one-half credit

Personal money management is a common concern. This course will assist the student to set up records and organize a budget.

Topics include: types of income; personal cash records; personal banking; day-to-day spending; and communications by mail, telegram, or cable.

Recommended background: Students should have a working knowledge of simple arithmetic. It is not necessary to complete Mathematics M160 before selecting this course.

Text: none

Mathematics M222x Consumer Computations

Grade 10	PAS
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Basic Level	one-half credit
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This course provides the student with additional skills in personal money management.

Topics include: calculation and payment of service bills; borrowing money; buying on credit; and making travel arrangements.

Recommended background: Students should have a working knowledge of simple arithmetic. It is not necessary to complete Mathematics M220x before selecting this course.

Text: none

Mathematics M320x Investment Computations

Grade 11	PAS
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General Level	one-half credit
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Here is an opportunity to find out how money earns money.

Topics include: review of arithmetic; investments at banks and trust companies; the buying and selling of stocks and bonds; and the purchase of life insurance and pension plans.

Recommended background: one mathematics course beyond elementary school

Text: none

Mathematics M322x Business Computations

Grade 11	PAS
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General Level	one-half credit
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Despite its name, this ten-lesson course is not intended only for people in the business world. It is also of interest and help to those trying to cope with ordinary day-to-day business transactions. It deals mainly with the trading of goods, from the wholesaler to the retailer to the consumer.

Topics include: mark-up, profit, trade discounts, cash discounts, and reductions in prices.

Recommended background: one mathematics course beyond elementary school

Text: none

Mathematics M420x Investment Computations

Grade 12	PAS
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General Level	one-half credit
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This course focuses on long-term financial undertakings, particularly home ownership.

Topics include: a review of arithmetic; compound interest; annuities; mortgages; home insurance; municipal taxation; and statements of adjustment.

Recommended background: at least one mathematics course beyond elementary school

Text: none

Mathematics M422x Business Computations

Grade 12 PAS

General Level one-half credit

This ten-lesson course deals with goods from the time they are manufactured or imported into Canada until they are purchased by the consumer, with some emphasis placed on taxation by all levels of government. The course provides useful information for those employed in the business world as well as for those who have a general interest in the subject.

Topics include: excise tax, excise duty, sales tax, import duties, foreign exchange, and payroll calculation.

Recommended background: at least one mathematics course beyond elementary school

Text: none

Series B – General Mathematics

Series B is designed for students who wish to have one or more of the following:

- *a mathematical background of a general nature, but not preparation for university mathematics;*
- *preparation for an apprenticeship program;*
- *knowledge of practical mathematics;*
- *preparation for post-secondary courses, admission to which does not require a background in advanced mathematics.*

Mathematics M140

Grade 9 PAS

General Level one credit

This course provides opportunities for students to improve their “life-coping” skills through the study of mathematics; to review basic mathematical concepts; to prepare for further mathematics courses at the General Level; to gain confidence in this subject and to enjoy it.

Topics include: statistics; integers; polynomials; solving equations; ratio and proportion; properties of triangles; and circle applications.

Recommended background: none

Text: none

Mathematics M240

Grade 10 PAS

General Level one credit

The focus of this course is the practical application of mathematical concepts.

Topics include: techniques for representing and interpreting data; graphing and analysing linear relationships; ratio and proportion; variation; vectors; trigonometry; and the properties of the circle.

Recommended background: a sound knowledge of arithmetic

Text: none

Mathematics M302

Grade 11	PAS
General Level	one credit

Because many adults wish to resume the study of mathematics with Grade 11 work, this course begins with a review of topics normally dealt with in earlier courses.

Topics include: review of basic algebra; equations; inequalities; graphs; formulas and functions; systems of linear equations; linear inequations; review of the number system and extension to irrationals; the exponential function standard form; the graphical representation, development, and use of tables for calculation; and an introduction to investment calculations.

Recommended background: Mathematics M240 or the equivalent

Text: none

Mathematics M402

Grade 12	PAS
General Level	one credit

Four independent modules are presented in this course, each ending with practical applications of the mathematical concept studied. The four modules are: statistics and probability; trigonometry; algebra; and the mathematics of investment. A student cannot receive credit for both Mathematics M402 and Mathematics M403.

Topics include: collection of data; standard deviation; misuse of statistics; calculation of odds; sine law; cosine law; resolution of forces; quadratic functions; quadratic equations; arithmetic and geometric sequences; amount and present value of an annuity; and amortization tables.

Recommended background: Mathematics M302 or the equivalent

Text: none

Series C –
Advanced Mathematics

Series C is designed for students who wish to have one or more of the following:

- *preparation for the study of mathematics in Grade 13 and possibly beyond;*
- *courses that are theoretical rather than practical;*
- *an insight into the modern approach to mathematics;*
- *challenging courses designed for students who are strong in mathematics.*

A student who has studied traditional mathematics in secondary school and who wishes to take courses in Series C requiring a knowledge of modern mathematics should begin by selecting Mathematics M111x.

Mathematics M111x

Grade 9	PAS
Advanced Level	one-half credit

Many changes have taken place in mathematics programs over the last twenty years. This self-contained, ten-lesson course provides the student with an opportunity to become acquainted with some of these changes. The course could be selected for personal interest or for the purpose of acquiring the necessary background to resume studies in, or transfer to, the Advanced Mathematics series.

Topics include: sets and set notation; operations with integers and rationals; number properties; number lines; ordered pairs; graphing linear equalities and inequalities; and an introduction to geometry.

Recommended background: none

Text: none

Mathematics M151

Grade 9	PAS
Advanced Level	one credit

This is the first course in the series leading to Grade 13 studies in mathematics.

Whereas Mathematics M111x is a short survey course, this course deals with each new topic in detail, giving students ample opportunity to practise new skills.

Topics include: the language of sets; integers and rational numbers; irrational numbers; introduction to algebra; statistics; graphing; geometry; transformations; and a comprehensive review.

Recommended background: a knowledge of arithmetic or Mathematics M140

Text: none

Mathematics M251

Grade 10	PAS
Advanced Level	one credit

This course represents the most recent concepts in Grade 10 mathematics education. Presented in a highly personal style, the course makes use of familiar, everyday happenings to show that math can be fun, as well as stimulating. Many examples and practice exercises are used to help the student.

Topics include: statistics; radicals; polynomials; graphs and relations; variation; linear systems; transformations; deductive geometry; and three-dimensional geometry.

Recommended background: Mathematics M151 or Mathematics M140 or the equivalent

Text: none

Mathematics M351

(available November 30, 1981)

Grade 11	PAS
Advanced Level	one credit

This is a good re-entry point for students with an adequate background in mathematics who wish to proceed to the study of Grade 13 mathematics. Students selecting this course should be able to commit themselves to a rather intensive study of mathematics.

Topics include: real numbers and algebra; geometry; analytic geometry; and trigonometry.

Recommended background: Mathematics M251 or Mathematics M240 or any Grade 10 mathematics course that includes the study of algebra

Text: none

Mathematics M403

Grade 12	PAS
Advanced Level	one credit

A student completing this course will be well prepared for any Grade 13 mathematics course. At this stage, the various topics studied previously begin to fit together and the structure of mathematics can be appreciated. A student cannot receive credit for both Mathematics M403 and Mathematics M402.

Topics include: functions (quadratic, exponential, logarithmic, circular, and trigonometric); Euclidean geometry of the circle; and an introduction to sequences and series.

Recommended background: Mathematics M351 or the equivalent

Text: Del Grande, J.J., et al. *Mathematics 12*. 2nd ed.

Mathematics M551 Relations and Functions

Grade 13	PAS
Advanced Level	one credit

This course enlarges on previous work on functions and relations, with emphasis placed on the unifying concept of mapping.

Topics include: rotation; classification and properties of functions; sequences and series; compound interest; annuities; instalment buying and consumer credit; trigonometry; definition and discussion of conics; and plane transformations and their application to second-degree relations.

Recommended background: Mathematics M403 or the equivalent

Text: none

Mathematics M550 Calculus

Grade 13	PAS
Advanced Level	one credit

Calculus is the study of how one variable changes with respect to another. This is a practical course, in which theory has been kept to a minimum.

Topics include: power, product, quotient, and chain rules; derivatives; integration (areas and volumes); and introduction to polar co-ordinates and complex numbers.

Recommended background: Grade 12 mathematics or the equivalent, including an intensive study of algebra and a foundation in co-ordinate geometry and trigonometry. A knowledge of modern mathematics is not required.

Text: Del Grande, J.J., and Duff, G.F. *Calculus*. Toronto: Gage Publishing, 1979.

Mathematics M555 Algebra

Grade 13	PAS
Advanced Level	one credit

Students planning to study mathematics or related subjects at university may select this course as a third credit in mathematics. Some topics relate to the social sciences.

Topics include: set theory; permutations and combinations; binomial theorem; probability; and vectors and matrices.

Recommended background: Mathematics M403 or the equivalent

Text: Coleman, A.J., et al. *Algebra*. Toronto: Gage Publishing, 1979.

Mathematics M554 Mathematics of Investment

Grade 13	PAS
Advanced Level	one credit

This relevant and practical course in applied mathematics develops the skills needed to investigate investment principles.

Topics include: credit buying, annuities, mortgages, bonds, insurance, and stocks.

Recommended background: Grade 12 mathematics or the equivalent, including an intensive study of algebra. A knowledge of modern mathematics is not required.

Text: none

Science

For some science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Some biological specimens are supplied for Biology BY440.

Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air mail.

General Science

Science SC150

Grade 9	PAS
Advanced Level	one credit

The material for this introductory course is presented in an informative and readable manner and provides a good background in physical science. The topics are current and in some cases controversial. The student is given the opportunity to reflect on a number of social issues brought about by modern technology. A student cannot receive credit for both Science SC150 and Science SC201.

Topics include: measurement; the structure of matter; solutions and mixtures; chemical reactions; work, energy, and power; pressure; heat; environmental chemistry; and the energy crisis.

Recommended background: none

Text: none

Science SC201

Grade 10	PAS
Advanced Level	one credit

This course covers both biology and physical science. The topics presented stress the practical and social aspects of the subject. The course is presented with the aid of two science kits sent to the student.

A student cannot receive credit for both Science SC201 and Science SC150.

Topics include: flowering plants; non-flowering plants; heredity; ecology; force, work, energy, and power; heat; light; electricity; and chemical energy.

Recommended background: none

Text: Andrews, W.A., et al. *Science 10*.

Physics

Physics P303

Grade 11	PAS
Advanced Level	one credit

The aim of this course is to provide the student with an interesting and relevant study of the fundamental concepts and ideas of physics. A student who wishes to prepare for Grade 13 physics or who wishes simply to gain knowledge of a subject that interests him or her will select this course.

Topics include: waves, light, sound, mechanics, electricity, magnetism, electromagnetism, electronics, and atomic physics.

Recommended background: preferably one course in Grade 10 mathematics and Science SC150 or the equivalent

Text: none

Physics P503

Grade 13	PAS
Advanced Level	one credit

This course presents some fundamental concepts of physics. Students are shown how the concepts were obtained experimentally and how they can be applied to new situations. Emphasis is on the use of reason rather than on the memorization of facts.

Topics include: light; wave theory; motion, vectors, and Newton's laws of motion; momentum; work; kinetic and potential energy; electrostatics and electric fields; electrical energy and potential; the electromagnetic spectrum; atomic theory; the photo-electric effect; photons; matter waves; and the energy levels of atoms.

Recommended background: standing in an introductory course in physics, such as Physics P303, and a strong background in algebra and geometry

Text: Haber-Schaim, U., et al. *PSSC Physics*. 4th ed. Toronto: D.C. Heath, 1976.

Chemistry

Chemistry C450

Grade 12	PAS
Advanced Level	one credit

In this course, emphasis is placed on understanding the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and the aggregates of atoms are introduced early, and these ideas are included in subsequent discussions. Wherever possible, a topic is studied through experimentation, and the result is used to develop theoretical concepts.

This course prepares the student for Chemistry C551.

Topics include: the states of matter; the language of chemistry; chemical reactions; atomic weights and molecular weights; solutions; the formation of ions; the periodic classification of elements.

Recommended background: preferably one course in Series C mathematics and Science SC150 or the equivalent

Text: McBryde, W.A.E., and Graham, R.P. *The Outlines of Chemistry* (metric edition).

Equipment: Two chemistry kits are lent to each student.

Chemistry C551

Grade 13	PAS
Advanced Level	one credit

This course expands the basic concepts studied in introductory chemistry courses such as Chemistry C450. It stresses the student's use of reason rather than his or her memorization of facts.

Topics include: atomic structure; solutions; chemical bonding; oxidation-reduction; acids and bases; chemical and nuclear energy; molecular structure; equilibrium; and the transition elements.

Recommended background: a knowledge of basic chemistry, as provided in Chemistry C450 or the equivalent, and a reasonable facility in mathematics

Text: O'Connor, P.R., et al. *Chemistry, Experiments and Principles*. Toronto: D.C. Heath, 1977.

Equipment: Students are required to purchase one chemistry kit. Instructions regarding the purchase of this kit (at an approximate cost of \$35.00) will be included with the first package of lesson materials.

Biology

Biology BY440

(available January 1, 1982)

Grade 12 PAS

General Level one credit

The basic theme of this course is the origin of life and its characteristics and variations. Students are given the opportunity to learn about the structure and life cycles of various organisms, starting with submicroscopic viruses and finishing with mammals. This is made possible partly through the study of preserved specimens made available to them for dissection.

With this course as background, students should be able to reflect and comment effectively on many current ecological issues. Students who are planning careers in nursing, other health-service occupations, or careers related to the natural sciences will find this course invaluable.

Topics include: viruses, bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fishes, amphibians, reptiles, mammals, heredity, human genetics, ecology, pesticides, pollution, population explosion, and space travel.

Recommended background: one course in secondary school science

Text: Otto, J.H., et al. *Modern Biology*.

Equipment: One biology kit is lent to each student; a second kit may be purchased by those interested in dissections of an advanced nature (fish, turtle, and rat). Instructions regarding the purchase of this kit (at an approximate cost of \$15.00) will be included with the first package of lesson materials.

Biology BY550

Grade 13 PAS

Advanced Level one credit

This biology course is designed for students who (a) wish to study life-science courses at university, and/or (b) wish to learn more about the relevance of biology to many current issues, some of far-reaching significance in the future of this planet and its inhabitants.

Topics include: biochemistry (the chemistry of cell activity); organic molecules and chemical syntheses; the roles of ADP and ATP; DNA, RNA, and the genetic code; organ systems in plants and animals, including humans; Mendelian genetics; the reproduction and development of organisms; and the study of evolution.

Recommended background: Chemistry C450 or the equivalent

Text: Galbraith, D.I., and Wilson, D.G. *Biological Science: Principles and Patterns of Life*. Toronto: Holt, Rinehart and Winston, 1978.

Equipment: Students are required to purchase one kit of equipment and biological specimens. Instructions regarding the purchase of this kit (at an approximate cost of \$20.00) will be included with the first package of lesson materials.

Technical Subjects

Carpentry

Carpentry CY340

Grade 11	PAS
General Level	one credit

This course is designed for the student who wishes to: (a) acquire a basic knowledge of carpentry and the building trades; and (b) develop fundamental skills useful to the carpenter or the homeowner. The course teaches the fundamental principles of general woodworking; the selection, use, and care of tools; and the interpretation of printed information and instructions as they apply to carpentry and building construction.

The course consists of both theory and practical work; the practical work, though optional, is required for a credit. Students are expected to own the usual hand tools found in a home workshop if they choose to do the practical assignments.

Topics include: lumber, tools, and their care; hand-tool operation; fastening techniques; blueprint interpretation; joints and moulding; building construction; domestic repairs and maintenance.

Recommended background: none

Text: none

Equipment: Students must purchase a kit if they choose to do the practical part of the course. Details regarding the purchase of this kit (at an approximate cost of \$25.00) will be included with the first package of lesson materials.

Drafting

Drafting D240

Grade 10	COM, PAS
General Level	one credit

This course introduces the student to fundamental drafting procedures and develops the student's skills in the use of basic drafting equipment and special drawing techniques. Assignments in blueprint reading complement each phase of the twenty-lesson course. Metric drawing is also introduced.

No additional credit will be obtained in this course by a student who has completed an introductory course in drafting elsewhere.

Topics include: simple and multi-view drawings; the theory of shape description; orthographic projection; shop processes; dimensioning; isometric drawing; and sectioning.

Recommended background: none

Text: none

Equipment: Students are required to supply their own drafting materials. Instructions regarding the purchase (at an approximate cost of \$40.00) or the rental (at an approximate cost of \$4.00 per month) of a complete kit will be included with the first package of lesson materials.

Visual Arts

Drafting D308x Introduction to Blueprint Reading

Grade 11	COM, PAS
General Level	one-half credit

Students with no previous knowledge of or training in the reading of engineering drawings will select this course, which is designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. It consists of ten units of instruction, print-reading assignments, and a final, supervised test.

Topics include: third-angle projections; angular dimensions; scale drawings; tolerances and allowances; steel specifications and casting designs.

Recommended background: none

Text: Jensen, C., and Hines, R. *Interpreting Engineering Drawings*.

Drafting D318x Intermediate Blueprint Reading

Grade 11	COM, PAS
General Level	one-half credit

This course is a continuation of Drafting D308x. It consists of ten units of instruction, blueprint reading assignments, and a final, supervised test.

Topics include: assembly drawings; conventional sectioning methods; metric dimensioning; welding drawings; and geometrical tolerancing problems.

Recommended background: Drafting D308x or the equivalent

Text: Jensen, C., and Hines, R. *Interpreting Engineering Drawings*.

Practical Art

Art A240 Beginning in Art

Grade 10	ART
General Level	one credit

Everybody has some artistic potential. It is the purpose of this course to develop the skills of the beginning artist by means of a series of practical projects that introduce the elements and principles of visual art. Drawing and painting techniques, subject matter, and style are some of the topics examined and explored through practical projects.

Recommended background: none

Text: none

Equipment: Students are required to supply their own art materials. Instructions regarding the purchase of a complete art kit (at an approximate cost of \$11.50) will be included with the first package of lesson materials.

Art A401x Composing Your Art

Grade 12	ART
Advanced Level	one-half credit

Art is creative expression. However, creativity requires effort, and even the art student with some background in drawing and painting sometimes has difficulty in thinking of something creative and original to convey. The aim of this course is to stimulate originality in content and composition. Ideas are suggested through illustrations, diagrams, and written descriptions.

Recommended background: a previous course in practical art, preferably Art A240

Text: none

Equipment: An art kit and some basic materials are supplied to each student.

**Art A402x
Style in Art**

Grade 12	ART
Advanced Level	one-half credit

Through experience, an artist gradually develops personal means of expression in art and a personal style. In this course, the student carries out a series of practical projects that are designed to increase his/her awareness of the significance of style and to help him/her develop a distinctive style.

Recommended background: a previous course in practical art, preferably Art A240

Text: none

Equipment: An art kit and a book of reproductions are lent to each student.

**Art A550
The Artist's Study**

Grade 13	ART, SES
Advanced Level	one credit

This course combines the history and appreciation of modern art with practical projects and assignments in painting and drawing. Introductory lessons review the formal elements and principles of art. Later lessons relate the modes of visual expression that grew out of the most significant modern movements to practical work.

Recommended background: Grade 12 English reading and writing skills

Text: none

Art Appreciation and History

**Art A301
Through Artists' Eyes**

Grade 11	ART, SES
Advanced Level	one credit

It is said that artists teach us how to see. Yet we often have difficulty understanding the bizarre creations that they fashion for our viewing. The complex, fascinating world of art is the subject of this comprehensive study.

Graphics, drawing and painting, art history, photography, television, and commercial and industrial art are just a few of the topics covered. The course ranges from a discussion of how to look at a painting to a survey of the inventions of architectural technology. Projects are designed to increase the student's sensitivity to the world of art that surrounds us.

Recommended background: none

Text: none

Equipment: A portfolio of reproductions is lent to each student.

Art A303x Art to 1500

Grade 11	ART, SES
Advanced Level	one-half credit

Here is the story of cave paintings, pyramids, Minoan palaces, Greek temples, Roman engineering, Byzantine mosaics, medieval illuminated manuscripts, and art of the Gothic era.

Recommended background: No previous background in art or in history is required.

Text: Brieger, P.H., et al. *Art and Man, Book 1*.

Art A403x Great European Art

Grade 12	ART, SES
Advanced Level	one-half credit

A continuation of the story of art begun in Art A303x, this course traces the development of European art from the end of the Gothic era (early fourteenth century) through the Renaissance, baroque, and rococo periods to the early eighteenth century.

From the turbulent background of the change from feudalism to the beginning of the rise of the nation state emerged such great masters as Botticelli, Michelangelo, Dürer, Rubens, Rembrandt, Velasquez, Poussin, and Sir Christopher Wren.

The course provides students with criteria upon which to base their judgement of the art of any period.

Recommended background: none

Text: none

Equipment: A portfolio of reproductions is lent to each student.

Related Arts

Theatre Arts TA300 Introduction to Drama

Grade 11	ART, COM
General Level	one credit

The art of acting and the nature of the theatre are the major themes developed in this introductory course. Basic acting skills, such as the controlled use of voice, mime, and improvisation, are described. The history of drama, characterization, mood, feeling, and such production concerns as stage design, costumes, lighting, and sound effects are also examined.

The aims of the course are to develop the student's self-awareness and sensitivity to drama and to encourage the student to participate in dramatic productions.

Recommended background: none

Text: none

Art A302x Prints Without a Press

Grade 11	ART, PAS
General Level	one-half credit

Printing consists of any of the means artists and artisans use to duplicate an image. Hand-printing techniques have been a means of creative expression for centuries.

The print-making techniques introduced in this course — monoprints, stencils, cardboard cuts, and linocuts — are simple to learn, but have the potential of yielding sophisticated results in the hands of a creative artist.



Recommended background: None is required, but some previous background in art would be helpful.

Text: none

Equipment: A print-making kit is supplied to each student.

Film Arts A442x
Film, the Lens, and You

Grade 12	ART, PAS
General Level	one-half credit

The purpose of this introductory course is to explore the possibilities of film, the camera, and the darkroom in order to develop the student's potential as a photo artist. Some information about the science of photography is provided, and some of the techniques useful in photographing are described to enable the student to recognize a worthwhile subject and to show him/her how to proceed with creating the image.

The course is designed for the amateur photographer who is primarily interested in photography as self-expression. Emphasis is given to the practical rather than the theoretical aspects of photography. Students are encouraged by means of assignments and projects to develop their own awareness and skills in photography.

Recommended background: none

Text: There is no text for this course, but a portfolio of prints is lent to each student.

Equipment: The student is required to supply his/her own camera and film.

Film Arts A444x
Cinematography

Grade 12	ART, PAS
General Level	one-half credit

The subject of this course is the art of making movies. Filmmaking and film appreciation are the two objectives. Emphasis is given to the practical rather than the theoretical aspects of cinematography. Students are encouraged by means of assignments and projects to develop their own skills in filming.

Topics include: the principles of photography; composition; animation; film technology; film criticism; history and genre; and making your own films.

Recommended background: It is not necessary for students taking this course to have any previous background in photography or filmmaking.

Text: none

Equipment: The student must have access to a movie camera.

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12 ^e année	SPA, SSE
Chimie CH-40	
Niveau général	1 crédit
Ce cours d'intérêt populaire présente la chimie en vue de donner une meilleure idée de son influence sur nos vies. Il se veut être une appréciation de la simplicité et de l'ordre. L'élève verra que l'humanité a vraiment un choix dans la façon d'appliquer les principes de chimie dans son environnement et que l'on peut et doit utiliser l'environnement sagement si on veut que la qualité de notre vie s'améliore.	
Préalable recommandé : un cours de mathématiques de la Série C et Sciences SC-11 ou l'équivalent	
Manuel : aucun	
Équipement : On prête trois trousses de chimie à l'élève.	

10 ^e année	COM, SPA
Dessin industriel D-21	
Niveau général	1 crédit
Ce cours d'introduction aux principes de base du dessin industriel sert à expliquer à l'élève l'usage de l'équipement de base en dessin et les différents types d'illustrations graphiques.	
Le programme inclut : les dessins simples et à deux vues; la théorie de la description de formes; la projection orthogonale; les vues en coupes avec plan décalé; le dessin isométrique; et la cotation.	
Préalable recommandé : aucun	
Manuel : aucun	
Équipement : L'élève doit acheter ou louer une trousse de dessin industriel. Le coût approximatif est de \$40; le prix de location est de \$4 par mois. De plus amples renseignements indiquant à l'élève où il peut se procurer cette trousse accompagnent la première leçon du cours.	

11 ^e année	SPA
Menuiserie MN-30	
Niveau général	1 crédit
Ce cours plaira à l'individu qui veut s'initier au bricolage et aux travaux simples, mais pratiques. Il comprend : les principes fondamentaux de l'interprétation de plans; le choix et l'entretien des outils; et les connaissances générales des sortes de bois. L'aspect théorique est enrichi par des travaux pratiques à réaliser.	
Préalable recommandé : aucun	
Manuel : aucun	
Équipement : L'élève doit se procurer les outils et les échantillons de bois nécessaires pour effectuer les travaux.	

12 ^e année	SPA, SSE
Chimie CH-40	
Niveau général	1 crédit
Ce cours d'intérêt populaire présente la chimie en vue de donner une meilleure idée de son influence sur nos vies. Il se veut être une appréciation de la simplicité et de l'ordre. L'élève verra que l'humanité a vraiment un choix dans la façon d'appliquer les principes de chimie dans son environnement et que l'on peut et doit utiliser l'environnement sagement si on veut que la qualité de notre vie s'améliore.	
Préalable recommandé : un cours de mathématiques de la Série C et Sciences SC-11 ou l'équivalent	
Manuel : aucun	
Équipement : On prête trois trousses de chimie à l'élève.	

Des troussees d'apprentissage contenant des instruments de laboratoire et des produits chimiques sont fournies pour certains cours de sciences afin que l'élève puisse faire les expériences nécessaires. Les spécimens biologiques sont aussi fournis pour le travail d'observation. Les troussees contenant les produits chimiques ne sont pas expédiées hors du Canada, ni aux endroits du Canada desservis uniquement par courrier aérien.

Sciences SC-11

9 ^e année	Niveau avancé
SPA	1 crédit

L'étude de la science physique est l'objet de ce cours. Il comporte la mesure et l'analyse de la matière; les réactions chimiques; l'énergie et la chaleur; les problèmes de l'environnement; et la crise de l'énergie entre autres. L'élève est amené à prendre position sur des sujets de controverses actuelles.

Préalable recommandé : aucun
Manuel : aucun

Physique P-30

11 ^e année	Niveau avancé
SPA	1 crédit

Ce cours, divisé en modules, étudie des sujets principaux tels que : les ondes; la lumière; le son; les forces; l'électricité; l'électrostatique; l'électromagnétique; l'électronique; et la physique atomique. Il offre à l'élève l'occasion de résoudre des problèmes technologiques et mécaniques qui illustrent bien les principes de la physique.

Biologie B-30

11 ^e année	Niveau général
SPA	1 crédit

Préalable recommandé : un cours de mathématiques de 10^e année et Sciences SC-11 ou l'équivalent
Manuel : aucun

Ce cours s'adresse surtout aux adultes qui, n'ayant pas fréquenté l'école depuis quelque temps, s'intéressent à une carrière reliée aux sciences naturelles. Le thème de base de ce cours est l'origine de la vie, ses caractéristiques et ses variations. L'élève étudie la structure et les cycles de vie des organismes en commençant par les virus microscopiques. Les autres organismes étudiés comprennent : les bactéries; les algues; les mycètes; les plantes fleuries; les protozoaires; les vers plats; les insectes; les poissons; les amphibiens; les reptiles; et les mammifères. Le cours traite aussi de l'hérédité; de la génétique humaine; de l'écologie; des insecticides; et de la pollution. Des données au sujet de la surpopulation et quelques problèmes sur les voyages spatiaux sont aussi relevés et discutés.

L'élève qui s'inscrit à ce cours doit disséquer des spécimens d'insectes, de poissons et de mammifères.
Préalable recommandé : un cours de sciences au palier secondaire.
Manuel : Otto, J. H. et al. *Biologie moderne. Équipement :* On prête une trousse de biologie à l'élève.

Mathématiques M-23

10 ^e année
SPA

Niveau avancé

1 crédit

Des problèmes courants de la vie quotidienne servent de point de départ à ce cours. Il comprend l'étude des statistiques, des systèmes linéaires, des transformations et de la géométrie deductive et à trois dimensions pour ne nommer que quelques sujets.

Préalable recommandé : Mathématiques M-13 ou Mathématiques M-12 ou l'équivalent

Manuel : aucun

Fonctions et relations M-50

13 ^e année
SPA

Niveau avancé

1 crédit

Le programme comprend les sujets suivants : la rotation, les classifications et propriétés des fonctions, les séquences et séries, l'intérêt composé, les annuités, les achats à tempérament, la trigonométrie; la définition et l'étude des coniques; et les représentations cartésiennes ainsi que leur application aux relations du second degré.

Préalable recommandé : un cours de mathématiques de 12^e année au niveau avancé

Manuel : aucun

Mathématiques des affaires MA-51

13 ^e année
SPA

Niveau avancé

1 crédit

Ce cours se veut pratique. Il a pour but d'explorer l'apport des mathématiques dans le monde des affaires et tout particulièrement les finances et les investissements. Même si ce cours n'exige pas de connaissances avancées des mathématiques, il serait utile de connaître un peu d'algèbre.

Le cours comprend : l'étude d'achat à tempérament; les annuités; les hypothèques; les obligations d'épargne; l'assurance; et la bourse.

Préalable recommandé : un cours de mathématiques de 12^e année au niveau avancé

Manuel : aucun

Mathématiques, calcul, M-52

13 ^e année
SPA

Niveau avancé

1 crédit

Ce cours donne une première vue intuitive du calcul sans l'étude des théorèmes pour ensuite présenter les règles du calcul différentiel et des exercices pratiques de physique. Les dernières leçons visent l'intégration et ses applications, les coordonnées polaires et les nombres complexes.

Préalable recommandé : un cours de mathématiques de 12^e année ou l'équivalent, y compris l'étude de l'algèbre, de la géométrie et de la trigonométrie

Manuel : Del Grande, J. J. et al. *Calcul différentiel et intégral*. Toronto, Gage Educational Publishing, 1979.

Préalable recommandé : Posséder des notions de mathématiques élémentaires.

Manuel : aucun

Mathématiques M-32

1 ^{re} année	SPA
Niveau général	1 crédit

Le programme comprend : l'essentiel de l'arithmétique et de l'algèbre élémentaire; la résolution d'équations et d'inéquations; l'étude des types de graphiques; les formes et fonctions (en mettant l'accent sur les fonctions linéaires et leurs résolutions graphiques); et les systèmes d'équations, d'inéquations et de programmation linéaires. On revêt également : le système des nombres irrationnels; les graphiques; les fonctions exponentielles; la représentation graphique; le développement et l'usage des tables de calcul; l'introduction au taux d'investissement en tenant compte de l'intérêt composé, de la valeur acquise et de la valeur actuelle.

Préalable recommandé : Mathématiques M-32 ou l'équivalent

Manuel : aucun

Série C —

Mathématiques avancées

La série C est destinée à l'élève qui désire :
● une formation préliminaire aux mathématiques de 1^{re} année et du niveau postsecondaire;
● des cours plus théoriques que pratiques; un aperçu des mathématiques modernes; ou
● des cours avancés.

Mathématiques M-13

9 ^e année	SPA
Niveau avancé	1 crédit

Le premier de la série qui mène aux mathématiques de 1^{re} année, ce cours est conçu plus particulièrement pour l'adulte qui veut se mettre au diapason de l'approche «nouvelle» en mathématiques.

Préalable recommandé : Posséder des notions de mathématiques élémentaires.

Manuel : aucun

Préalable recommandé : Mathématiques M-22 ou l'équivalent

Manuel : aucun

Mathématiques M-42

1 ^{2e} année	SPA
Niveau général	1 crédit

Ce cours comporte quatre fascicules de cinq leçons. Chaque fascicule porte sur un sujet différent qui peut s'étudier indépendamment des trois autres. Ces quatre fascicules sont intitulés comme suit : *La statistique et le calcul des probabilités, La trigonométrie, L'algèbre, et La mathématique financière.*

Mathématiques financières
M-40x

12 ^e année	SPA
Niveau général	1/2 crédit

La plupart des travaux de ce cours se basent sur les opérations mécaniques ordinaires. Le cours comprend : les calculs fondamentaux; l'intérêt composé; les annuités; les hypothèques; les assurances et ainsi de suite. Il exige une connaissance de base des opérations arithmétiques.

Prétable recommandé : un cours de mathématiques au palier secondaire

Manuel : aucun

Mathématiques financières
M-41x

12 ^e année	SPA
Niveau général	1/2 crédit

Ce cours de mathématiques commerciales intéressera en particulier ceux qui veulent en connaître plus long dans le domaine des coûts des produits avant qu'ils arrivent au consommateur. Il étudie : les coûts des produits fabriqués; les prix de vente de produits manufacturés; la taxation fédérale et provinciale; les salaires; et les importations.

Prétable recommandé : un cours de mathématiques au palier secondaire

Manuel : aucun

Mathématiques M-22

10 ^e année	SPA
Niveau général	1 crédit

Une application pratique des concepts mathématiques est le thème de ce cours. Le programme comprend : les techniques de représentation et d'interprétation des données; le graphique et l'analyse de relations linéaires; les rapports et les proportions; les variations; les vecteurs; la trigonométrie; et les propriétés d'un cercle.

Mathématiques M-12

9 ^e année	SPA
Niveau général	1 crédit

Ce cours a pour but d'aider l'élève à se débrouiller dans le monde des mathématiques. Il étudie les concepts fondamentaux pour établir une bonne base pratique.

Prétable recommandé : aucun

Manuel : aucun

Mathématiques générales

Série B –

- La série B est destinée à l'élève qui désire :
- une formation générale en mathématiques et non une préparation aux mathématiques du niveau universitaire;
 - une préparation à un programme d'apprentissage ou de formation;
 - une connaissance des mathématiques pratiques; ou
 - une préparation aux cours postsecondaires qui ne requièrent pas une formation en mathématiques modernes.

Mathématiques commerciales M-30x

1 ^{re} année	SPA
Niveau général	1/2 crédit

Voici la chance de découvrir comment faire fructifier son argent. Après une courte revue mathématique, les leçons abordent : les investissements bancaires; les investissements dans les compagnies de fiduciaire; l'achat et la vente d'actions et d'obligations; et l'acquisition d'assurance-vie et d'un régime d'épargne-retraite.

Préalable recommandé : un cours de mathématiques au palier secondaire

Manuel : aucun

Mathématiques commerciales M-31x

1 ^{re} année	SPA
Niveau général	1/2 crédit

Malgré son titre, ce cours ne s'adresse pas seulement aux personnes du monde des affaires mais aussi à tous ceux qui doivent effectuer quotidiennement des opérations commerciales. Des sujets tels que la majoration du prix des marchandises, les profits, les escomptes, les ventes à rabais, et la diminution des prix sont étudiés dans ce cours.

Préalable recommandé : un cours de mathématiques au palier secondaire

Manuel : aucun

Mathématiques du consommateur M-20x

10 ^e année	SPA
Niveau fondamental	1/2 crédit

Le maniement de fonds personnels est l'affaire de tout le monde. Ce cours aidera l'élève à tenir des registres et à dresser un budget. Les sujets traités comprennent : les types de revenus; la tenue de la caisse personnelle; les comptes de banque personnels; les dépenses quotidiennes; et les communications par courrier, par téléphone ou par câble.

Préalable recommandé : Posséder des notions de mathématiques élémentaires.

Manuel : aucun

Mathématiques du consommateur M-21x

10 ^e année	SPA
Niveau fondamental	1/2 crédit

Ce cours s'étend plus loin que le maniement des fonds personnels étudié en M-20x. Il étudie : le calcul et le paiement des frais de services; les emprunts; les achats à crédit; et la planification de voyages.

Préalable recommandé : Posséder des notions de mathématiques élémentaires.

Manuel : aucun

Mathématiques

Histoire H-50

13 ^e année
SSE
1 crédit

Ce cours donne à l'élève l'occasion de faire une lecture critique de la vie et de l'œuvre de certains personnages intéressants du Canada. Il examine aussi les événements qui ont marqué l'histoire du pays. L'élève mettra sur pied son propre programme de recherches.

Préable recommandé : un cours d'histoire ou de français de 11^e ou 12^e année

Manuel : aucun

Série A –

Mathématiques commerciales

- Une description générale est donnée au début de chaque série. L'élève choisit d'abord la série appropriée. Ensuite, il s'inscrit au cours qui semble répondre le mieux à ses besoins.
- Série A – Mathématiques commerciales
 - Série B – Mathématiques générales
 - Série C – Mathématiques avancées

Les cours de mathématiques sont divisés

en trois séries :

- La série A est destinée à l'élève qui désire :
- une meilleure compréhension de l'arithmétique;
 - plus de facilité en calcul;
 - une connaissance du rôle que les mathématiques jouent dans la vie de tous les jours;
 - une amélioration en mathématiques commerciales;
 - des crédits en mathématiques de la 9^e à la 12^e année inclusivement;
 - des cours adaptés aux élèves qui éprouvent de la difficulté en mathématiques; ou
 - des cours qui ne comprennent ni l'al-gèbre, ni la géométrie.
- Remarque :** Les élèves intéressés à poursuivre leurs études postsecondaires en comptabilité devraient choisir des cours de la série B ou de la série C.

Mathématiques de base M-10

9 ^e année
SPA
1 crédit

Ce cours, surtout destiné à l'adulte, donne l'occasion à l'élève de faire une récapitulation de l'arithmétique fondamentale. Des

Géographie Histoire et sciences sociales

Géographie G-23

10 ^e année	SSE
Niveau avancé	1 crédit

La première partie de ce cours est consacrée à la géographie physique du Canada afin que l'élève comprenne les origines et l'aspect physique du terrain (le relief). Suite à ces études, l'élève comprendra davantage les problèmes de colonisation et le développement économique, et pourra analyser plus facilement les problèmes d'actualité. On donne à l'élève plusieurs occasions de faire de la recherche sur un sujet d'intérêt à proximité de son milieu.

Prétable recommandé : aucun

Manuels : *Atlas Larousse canadien*.

Tomkins, Doreen M. et al. *Canada : le pays et ses habitants*.

Géographie G-33

1 ^{re} année	SSE
Niveau avancé	1 crédit

Ce cours explore différents aspects de l'interaction de phénomènes physiques naturels et de l'apport des humains. Il mise sur la géographie physique et l'acquisition d'habiletés à interpréter des cartes de tout genre et des graphiques.

Prétable recommandé : un cours de géographie de 9^e ou 10^e année

Manuels : *Atlas Larousse canadien*.
Inch, R. S. et W. G. Stone. *Éléments de géographie physique*.

Orientation professionnelle OP-30

1 ^{re} année	SSE
Niveau général	1 crédit

Ce cours veut fournir des occasions d'augmenter la connaissance de soi, et aider à développer davantage les habiletés personnelles et interpersonnelles. Il offre des renseignements de recherche sur les carrières. Il aborde les étapes du processus décisionnel en vue d'un meilleur choix. Il a aussi pour objectif de faire connaître les nombreuses possibilités de carrières et la façon de les poursuivre.

Prétable recommandé : Savoir lire et s'exprimer correctement par écrit en français au niveau de la 1^{re} année.

Manuel : aucun

L'homme dans la société HS-40

12 ^e année	SSE
Niveau général	1 crédit

Ce cours a pour objectif de procurer à l'élève une théorie et une méthode lui permettant de comprendre l'être humain, la société et les institutions. Il veut offrir une perspective de la sociologie qui voit l'individu en tant que produit de l'individu.

Prétable recommandé : un cours d'histoire au palier secondaire

Manuel : aucun

Français F-31

1 ^{re} année	COM
Niveau avancé	1 crédit

Ce cours présente l'étude de nombreux morceaux choisis de prose et de poésie d'auteurs français et canadiens-français.

Préalable recommandé : Français F-21 ou l'équivalent

Manuels : Collection Lagarde et Michard. *Français cours secondaire (Tome 2).* Dubé, M. Zone.
Fournier, A. *Le grand Meulnes.* Geslin, L. et J.-M. Laurence. *La narration.* Grevisse, M. *Nouveaux exercices français.* Grevisse, M. *Précis de grammaire française.* Molière, L. *Avaro.*

Français F-41

1 ^{2e} année	COM
Niveau avancé	1 crédit

Chaque leçon du cours comprend deux parties : l'étude de textes et l'étude de la langue et de ses éléments. On examine de nombreux morceaux choisis de prose et de poésie d'auteurs français et canadiens-français.

Préalable recommandé : Français F-31 ou l'équivalent

Manuels : Collection Lagarde et Michard. *Français cours secondaire (Tome 3).* Cornaille. *Le Cid.* Grevisse, M. *Nouveaux exercices français.* Rostand, E. *Cyrano de Bergerac.* Saint-Exupéry, A. de. *Vol de nuit.*

Français F-51

1 ^{3e} année	COM
Niveau avancé	1 crédit

Le cours comprend l'étude d'ouvrages classiques et modernes tels que des pièces de théâtre, des romans, des morceaux choisis de prose et de poésie. La partie «étude de la langue» cerne la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant du point de vue professionnel que culturel.

Préalable recommandé : Français F-41 ou l'équivalent

Manuels : Cesbron, G. *Les saints vont en enfer.* Livre de poche.
Grevisse, M. *Précis de grammaire française.* Pagnol, M. *Topaze.* Livre de poche.
Racine. *Andromaque.* Petits Classiques Bordas.
Roy, G. *Rue Deschambault.*

Français F-52

1 ^{3e} année	COM
Niveau avancé	1 crédit

Le programme comprend une étude approfondie du théâtre canadien-français.

Préalable recommandé : Français F-41 ou l'équivalent

Manuels : Dubé, M. *Au retour des oies blanches.* Montréal, Editions Léméac, 1969.
Gélinas, G. *Bousille et les justes.* Montréal, Editions de l'Homme, 1960.
Grevisse, M. *Précis de grammaire française.* Hébert, A. *Le temps sauvage.* Montréal, Editions Hurtubise HMH, 1967.
Leclerc, F. *Sonnez les matines.* Montréal, Editions Beauchemin, 1963.

*On prête le manuel *Le théâtre québécois à l'élève.*

Français F-11

12 ^e année	SSE
Niveau général	1 crédit
Ce cours vise deux principaux objectifs :	
aider l'élève à acquérir des connaissances juridiques pertinentes et des connaissances pratiques en ce qui concerne les droits et les obligations.	
Le cours donne un bref aperçu de l'histoire du droit, de l'organisation juridique, des procédures civiles et pénales. Il offre une étude plus approfondie du droit de la famille, du droit pénal, du droit des obligations, des valeurs négociables, de l'emploi, de l'achat et de la vente de biens.	
Préalable recommandé : Savoir lire et rédiger en français au niveau de la 10 ^e année. (Une connaissance de base du vocabulaire juridique est avantagéeuse.)	
Manuel : aucun	

Droit D-40

10 ^e année	COM
Niveau avancé	1 crédit
Chacune des vingt leçons de ce cours se développe autour d'un thème. L'accent est mis sur la composition et la grammaire. La partie «littérature» permettra à l'élève de prendre connaissance des grands écrivains français et canadiens-français.	
Préalable recommandé : aucun	
Manuels : Carrière, L. et O. Proulx, dir. <i>Nouvelles aventures</i> . Daudet, A. <i>Lettres de mon moulin</i> . Kessel, J. <i>Le lion</i> . Labiche, E. <i>Le voyage de Monsieur Perrichon</i> . Laurence, J.-M. <i>Grammaire française. Exercices de grammaire 1</i> . Proulx, O. <i>La composition française</i> .	

Français F-21

10 ^e année	COM
Niveau avancé	1 crédit
Ce cours présente l'étude de nombreux morceaux choisis de prose et de poésie d'auteurs français et canadiens-français.	
Préalable recommandé : Français F-11 ou l'équivalent	

Manuels : Collection Deschamps. *Comment composer (Secondaire 2)*.

Collection Lagarde et Michard. *Français*

cours secondaire (Tome 1).

Daudet, A. *Contes du lundi*.

Hémon, L. *Maria Chapdelaine*.

Laurence, J.-M. *Grammaire française*.

Laurence, J.-M. et A. Daoust. *Exercices de grammaire 2*.

Musset, A. *Il ne faut jurer de rien*.

Éducation du consommateur

EC-20

10 ^e année	SSE
Niveau général	1 crédit

Ce cours s'avère un choix sage pour les novices en affaires. Il aide l'élève à comprendre les opérations du marché moderne, à devenir un consommateur averti, et à se préparer pour des cours de commerce plus avancés. Le langage et les exercices sont simples et directs.

Le cours est écrit du point de vue du consommateur et traite de sujets d'importance primordiale dans la vie de tous les jours : l'argent, le budget, le crédit, les principes de base concernant les achats et les biens immobiliers.

Préalable recommandé : aucun

Manuel : aucun

Techniques de bureau TB-30

1 ^{re} année	COM, SPA
Niveau général	1 crédit

Ce cours s'adresse aux élèves qui veulent acquérir des connaissances concernant le travail de secrétariat et qui désirent approfondir les techniques essentielles à l'accomplissement des tâches normalement effectuées dans un bureau.

Préalable recommandé : Dactylographie DA-20 ou l'équivalent

Manuel : aucun

Équipement : L'élève doit avoir accès à une machine à écrire.

Comptabilité C-30

1 ^{re} année	SPA
Niveau général	1 crédit

Ce cours est une introduction aux principes de base de la comptabilité et de la tenue des livres. On y traite des sujets suivants : le journal général; le grand livre; l'état des résultats; les opérations spéciales; le chiffré; et sur-tout l'administration des affaires.

Préalable recommandé : un cours de mathématiques de 10^e année au niveau fondamental ou l'équivalent

Manuel : aucun

Comptabilité C-40

12 ^e année	SPA
Niveau général	1 crédit

Ce cours est indispensable à l'élève qui désire faire carrière dans le monde des affaires où l'on utilise la tenue de livres et de registres. Ce cours aide l'élève à accroître ses connaissances dans les domaines suivants : le journal général; la conciliation bancaire; l'ajustement des salaires; le relevé classifié; la méthode des pièces justificatives; la société en nom collectif; et la compagnie.

Préalable recommandé : Comptabilité C-30 ou l'équivalent

Manuel : aucun

Dactylographie DA-10

9 ^e année	COM, ARTS
Niveau général	1 crédit

Ce cours d'introduction a pour but de développer les techniques de doigté en dactylographie, de faire acquérir à l'élève, pour son usage personnel, la dextérité à la dactylographie, et de le préparer à des cours plus approfondis dans ce domaine.

Le cours comprend la mise en position du matériel, la rédaction à la machine à écrire, la disposition de tableaux, les lettres personnelles et les lettres d'affaires.

Préalable recommandé : aucun

Manuel : aucun

Équipement : L'élève doit avoir accès à une machine à écrire.

Dactylographie DA-20

10 ^e année	COM
Niveau général	1 crédit

DA-20 veut approfondir les notions étudiées en DA-10 en fournissant plus d'occasions de mettre en pratique les habiletés de base et en traitant des techniques plus complexes.

Préalable recommandé : Dactylographie DA-10 ou l'équivalent

Manuel : aucun

Équipement : L'élève doit avoir accès à une machine à écrire.

Photographie P-41x

12 ^e année	ARTS, SPA
Niveau général	1/2 crédit

Ce cours s'adresse au photographe amateur qui s'intéresse avant tout à l'expression de soi. Il met l'accent sur la pratique plutôt que sur l'aspect théorique. L'élève est encouragé, à l'aide de projets et d'exercices, à développer son attention et sa dextérité en photographie.

Préalable recommandé : aucun

Manuel : aucun

Équipement : On prête une chemise

d'épreuves à l'élève.

Cinématographie P-42x

12 ^e année	ARTS, SPA
Niveau général	1/2 crédit

Filmer n'a rien de sorcier, c'est même très facile. . . Ce cours a pour but de familiariser l'élève, d'une manière aussi distrayante que possible, avec tout ce qui fait partie du cinéma amateur. Ce cours est plus axé sur l'aspect pratique que sur l'aspect théorique.

Préalable recommandé : aucun

Manuel : aucun

Équipement : L'élève doit avoir accès à une caméra.

Arts plastiques et visuels

L'élève qui n'a jamais suivi de cours de dessin ou de peinture devrait d'abord suivre le cours A-21. L'élève qui ne désire pas étudier la pratique peut choisir des cours d'appréciation et d'histoire de l'art.

Initiation à l'art A-21

10 ^e année	ARTS
Niveau général	1 crédit

Ce cours s'adresse à tous ceux qui s'inté-

ressent à l'art sans en avoir maîtrisé la

technique. Il vise à enseigner les principes

artistiques de base au moyen de travaux

pratiques, d'explications écrites et d'illustra-

tions. Vous apprendrez à utiliser judicieuse-

ment les divers moyens, matériaux et tech-

niques en dessin et en peinture. Voilà

pourquoi certains projets ont pour but de

familiariser l'élève avec ces éléments.

Préalable recommandé : aucun

Manuel : aucun

Équipement : L'élève doit se procurer une

trousse d'art. Le coût approximatif est de

\$11,50. De plus amples renseignements au

sujet de l'achat de cette trousse accompa-

gnent la première leçon du cours.

Histoire de l'art A-33x

1 ^{re} année	ARTS, SSE
Niveau avancé	1/2 crédit

L'objectif est de familiariser l'élève avec les

mouvements artistiques depuis l'époque

préhistorique jusqu'au Moyen Âge en pas-

sant par l'art égyptien, l'art ancien de la

Mésopotamie, l'âge du bronze et l'art de la

Grèce égéenne, l'art grec, l'art étrusque et

des Romains et ainsi de suite pour terminer

avec l'art gothique.

Préalable recommandé : aucun

Manuel : aucun

Art-la composition A-40x

12 ^e année	ARTS
Niveau avancé	1/2 crédit

L'art est une forme d'expression créatrice.

Le cours aborde des éléments picturaux

tels que le style, la technique et le contenu.

On espère que les idées émises stimuleront

et encourageront l'élève à rechercher ses

propres idées et ses thèmes.

Préalable recommandé : Initiation à l'art

A-21 ou l'équivalent

Manuel : aucun

Équipement : L'élève reçoit une trousse

d'art et quelques matériaux de base.

Art-le style A-41x

12 ^e année	ARTS
Niveau avancé	1/2 crédit

Ce cours comporte une série d'exercices

d'applications pratiques qui ont pour but de

mettre l'accent sur l'importance du style et

d'amener l'élève à en acquérir un qui lui soit

propre en tant qu'artiste.

Préalable recommandé : Initiation à l'art

A-21 ou l'équivalent

Manuel : aucun

Équipement : On prête une trousse d'art et

un livre de reproductions à l'élève.

Les chefs d'oeuvre de l'art européen A-43x

12 ^e année	ARTS, SSE
Niveau avancé	1/2 crédit

L'élève qui s'inscrit à ce cours apprendra à

apprécier la peinture, la sculpture et l'archi-

ture. Le premier volet du cours vise le

langage pictural pour ensuite voir la peinture

Anglais AN-40

12 ^e année	COM
Niveau avancé	1 crédit

Les objectifs de ce cours sont : d'amener l'élève à mieux se connaître, d'améliorer son niveau de lecture et de rédaction et de promouvoir son appréciation de la littérature et de la langue.

L'étude de contes, de poèmes, de pièces de théâtre et de romans amène l'élève à examiner des questions contemporaines et à y réagir. On met en valeur les textes d'auteurs canadiens, les médias et la correspondance d'affaires. On encourage l'élève à développer davantage son savoir parler et son savoir écouter en lui présentant une leçon accompagnée d'un disque.

Préalable recommandé : Anglais AN-30

ou l'équivalent

Manuels : Callaghan, Morley. *More Joy in Heaven*.

Hemingway, Ernest. *The Old Man and the Sea*.

Laurence, Margaret. *A Jest of God*.

Stevens, John, dir. *Ten Canadian Short Plays*.

Anglais AN-50

13 ^e année	COM
Niveau avancé	1 crédit

Ce cours d'anglais vise à donner à l'élève une connaissance linguistique dont on s'attend d'une personne dite bilingue en Ontario. À l'aide de documents surtout de source canadienne et d'un disque, l'élève devra faire preuve d'une bonne compréhension de la langue écrite et parlée. Grâce à l'étude de plusieurs morceaux, on développera le sens critique de l'élève.

Préalable recommandé : Anglais AN-40

ou l'équivalent

Manuels : Davies, Robertson, *At My Heart's Core*. Toronto, Clarke, Irwin, 1966.

Gélinas, Gratien. *Yesterday the Children Were Dancing*. Toronto, Clarke, Irwin, 1967.

Laurence, Margaret. *The Stone Angel*. Toronto, McClelland and Stewart, 1968.

Mandel, Eli. *Poets of Contemporary Canada*. Toronto, McClelland and Stewart, 1972.

Mickleburgh, Brita. *Canadian Literature*. Toronto, McClelland and Stewart, 1973.

Anglais AN-10

9 ^e année	COM
Niveau général	1 crédit

Ce cours s'adresse à l'élève qui peut ne pas avoir suivi de cours d'anglais au palier élémentaire, mais qui peut lire et écrire l'anglais. On présente des textes intéressants afin de développer une meilleure compréhension et le goût de la lecture chez l'élève. On met en pratique les points suivants : l'orthographe, la grammaire, la ponctuation, le vocabulaire et les structures de phrase. L'oral ne figure pas au contenu de ce cours.

Préable recommandé : aucun

Manuel : *Winston Canadian Dictionary.*

Anglais AN-20

10 ^e année	COM
Niveau général	1 crédit

Ce cours s'adresse surtout à l'élève qui veut parfaire ses connaissances de l'anglais écrit afin d'entreprendre des études plus avancées en anglais. C'est une revue assez complète de la grammaire anglaise, tout en fournissant un début d'étude analytique d'extraits de textes.

Préable recommandé : aucun

Manuels : *Winston Canadian Dictionary.*
Allison, Gordon H. Exercises in the Structure of English, Book I.
Hardwick, H. C. Words Are Important.
Kuska, Alexander et al. Spelling in Language Arts 8.
London, Jack. The Call of the Wild.
Richards, Haydn. Read, Think and Write.

Anglais AN-30

1 ^{re} année	COM
Niveau général	1 crédit

Ce cours veut exploiter l'utilisation pratique de la langue, tout en amorçant l'analyse littéraire pour une meilleure compréhension des passages écrits. L'étude de quelques morceaux choisis de prose et de poésie aidera l'élève à développer le goût de la langue.

Préable recommandé : Anglais AN-20 ou l'équivalent

Manuels : *Winston Canadian Dictionary.*
Carr, Emily. Klee Wyck.
Mitchell, W. O. Who Has Seen the Wind.
Stevens, John, dir. Ten Canadian Short Plays.

Anglais AN-31

1 ^{re} année	COM
Niveau avancé	1 crédit

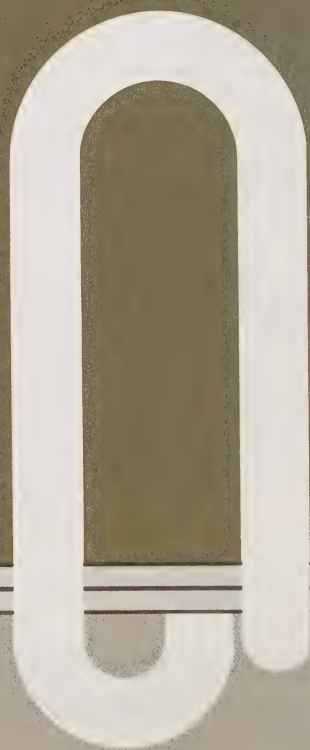
Ce cours permet à l'élève de mettre ses connaissances de l'anglais en pratique par le biais d'activités sociales réalistes qui nécessitent la langue écrite. L'élève acquerra de la confiance à exprimer son point de vue personnel et à répondre aux opinions des autres.

L'élève aura l'occasion de rédiger des rapports, des résumés, des critiques, des comptes rendus, des lettres, etc. De plus, il travaillera à améliorer son style de rédaction par les processus de correction et de révision. Des contes, des poèmes, des saynètes et un roman ajoutent de l'intérêt et fournissent des sujets de discussion.

Préable recommandé : Anglais AN-20 ou l'équivalent

Manuels : Brown, Cassie. *Death on the Ice.*
McNeill, James A. *Tigers of the Snow.*

**Description
des cours**
Vous trouverez l'index des
cours aux pages 29 et 30



Parmi toutes les matières qui lui sont proposées, l'élève devrait tout d'abord choisir un sujet qu'il désire étudier. (L'index des pages 29 et 30 lui sera utile à cet égard). Lorsque plusieurs cours sont offerts dans la matière qui l'intéresse, l'élève devrait, avant de choisir un cours, comparer les descriptions de cours et faire particulièrement attention à l'année d'études, au niveau de difficulté et à la préparation recommandée au préalable. L'élève doit choisir une matière et un cours en fonction de ses intérêts, de ses objectifs et des études qu'il a déjà faites. Un élève qui est allé à l'école secondaire pendant très peu de temps ou n'y est pas allé du tout devrait commencer par prendre des cours de 9^e ou 10^e année. Après avoir pris plusieurs cours à ce niveau, il acquerra plus de confiance en lui et pourra passer à des cours plus difficiles des années supérieures.

Un élève ne s'inscrit pour commencer qu'à un seul cours; il est prié toutefois d'indiquer plusieurs cours sur sa demande d'inscription, par ordre de préférence. Si le cours indiqué en premier n'est pas offert ou ne correspond pas aux objectifs ou aux études préalables de l'élève, on l'inscrira à un autre cours indiqué sur sa demande. Un élève qui demeure à l'étranger peut demander à s'inscrire à plus d'un cours à la fois.

Choix de cours

Ces directives sont destinées aux élèves qui fréquentent une école pourront obtenir des conseils auprès du personnel scolaire en ce qui a trait au choix de cours. On trouvera aux pages 29-30 un index des cours offerts en 1981-1982. Les descriptions de cours commencent à la page 13.

Il est bon que l'élève connaisse la signification de certains termes pour comprendre les descriptions.

Années. En Ontario, les études secondaires sont réparties sur cinq années, soit les 9^e, 10^e, 11^e, 12^e et 13^e années. Le niveau de difficulté augmente d'année en année.

Niveaux de difficulté. Chaque cours se situe à l'un des trois niveaux de difficulté suivants :

● **niveau fondamental** — acquisition de connaissances et aptitudes de base dans des matières comme l'anglais et les mathématiques;

● **niveau général** — se situe entre le niveau fondamental et le niveau avancé; donne une préparation adéquate à un emploi ou à une éducation supérieure dans un collège ou un établissement d'enseignement autre qu'une université;

● **niveau avancé** — donne une préparation appropriée pour étudier la même matière en 13^e année ou poursuivre des études à l'université ou au collège après la 13^e année.

Le niveau de difficulté d'un cours est indiqué au début de chaque description. Plusieurs cours à différents niveaux peuvent être offerts dans une matière et une année d'un cours n'a aucun rapport avec sa valeur en crédits.

Crédit. Le crédit est la valeur d'un cours en vue de l'obtention du diplôme d'études secondaires ou du diplôme d'études secondaires supérieures. Un crédit est décerné à l'élève qui termine un cours avec succès. Un élève ne peut pas obtenir de crédit pour un cours ayant le même contenu qu'un cours pris auparavant par cet élève.

La valeur en crédits du cours est indiquée dans la description. (La plupart des cours ont une valeur d'un crédit, certains ont une valeur d'un demi-crédit). Seuls les cours de 13^e année permettent d'obtenir des crédits en vue de l'obtention du diplôme d'études secondaires supérieures.

Domaines d'étude. Le ministère de l'Éducation exige que les cours du palier secondaire soient regroupés dans quatre domaines d'études.

- *Arts*
 - *Sciences pures et appliquées*
 - *Sciences sociales et écologie*
 - *Communications*
- COM
SSE
SPA
ARTS

Le domaine d'étude auquel appartient chaque cours par correspondance du palier secondaire est indiqué au début de la description. Quelques cours appartenant à plus d'un domaine d'étude.

Code. Chaque cours reçoit un numéro de code (une ou deux lettres représentant le nom de la matière, suivies de deux autres chiffres). Le code permet d'identifier rapidement le cours. Un «x» à la fin du numéro de code indique que le cours a une valeur d'un demi-crédit.

terminé avec succès des cours n'étant pas normalement reconnus comme des cours du palier secondaire, ou pour avoir terminé avec succès chaque période d'apprentissage.

L'élève qui obtient de telles équivalences de crédits doit faire des études additionnelles afin de satisfaire aux conditions d'obtention d'un diplôme.

Les élèves qui suivent des cours par correspondance peuvent se renseigner sur les crédits nécessaires à l'obtention du diplôme d'études secondaires en écrivant au secrétaire de l'Enseignement par correspondance et en lui envoyant les dossiers officiels et les renseignements appropriés. On attend quelquefois pour en faire l'évaluation que l'élève ait progressé dans ses études par correspondance.

Diplôme d'études secondaires supérieures

Pour satisfaire aux conditions d'obtention du diplôme d'études secondaires supérieures, on doit accumuler six crédits de la treizième année du programme d'études de l'Ontario. On peut obtenir ces crédits en suivant des cours par correspondance du ministère de l'Éducation, des cours de treizième année dans une école privée inspectée de l'Ontario, ou encore une combinaison de ces cours. On n'accorde pas d'équivalence de crédit pour ce diplôme.

Il n'est pas nécessaire d'avoir le diplôme d'études secondaires pour obtenir le diplôme d'études secondaires supérieures ou pour s'inscrire à des cours de treizième année.

Relève de notes

Si un élève inscrit à des cours par correspondance et qui ne fréquente pas une école secondaire en fait la demande, le secrétaire de l'Enseignement par correspondance lui remet un relevé de ses notes indiquant les cours terminés, les notes finales et le nombre de crédits obtenus pour ces cours. L'élève peut demander un rapport sur ses progrès dans un cours si une assez grande partie des travaux exigés pour ce cours ont été remis et corrigés (au moins dix leçons pour un cours de vingt leçons et cinq pour un cours de dix leçons). Les élèves des écoles secondaires qui suivent des cours par correspondance doivent s'adresser à l'école pour obtenir leur relevé de notes.

Certificats et diplômes

Certificats

Les élèves qui terminent avec succès un cours par correspondance reçoivent un certificat d'une valeur égale à celle des certificats délivrés dans les écoles secondaires de l'Ontario.

Le certificat délivré à la fin d'un cours indique sa valeur en crédits en vue de l'obtention du diplôme d'études secondaires ou du diplôme d'études secondaires supérieures. Le diplôme est décerné à l'élève lorsqu'il a obtenu, en suivant des cours par correspondance, le nombre de crédits exigé.

Le bureau de l'Enseignement par correspondance rend compte à la Direction des systèmes d'information de gestion du ministère de l'Éducation des diplômés et des crédits de treizième année décernés aux élèves des cours par correspondance. Les directeurs d'école sont informés des certificats décernés aux élèves de jour qui suivent des cours par correspondance.

Diplôme d'études secondaires

On peut accumuler des crédits pour obtenir le diplôme d'études secondaires en suivant les cours par correspondance du ministère de l'Éducation, en fréquentant une école secondaire de l'Ontario (cours de jour ou du soir), une école privée inspectée de l'Ontario, ou en combinant ces divers moyens.

L'élève âgé d'au moins dix-huit ans et qui ne fréquente plus l'école depuis au moins un an peut obtenir des équivalences de crédits en raison de sa maturité et du temps qu'il a passé en dehors de l'école, pour avoir

élèves qui fréquentent l'école devraient demander des conseils à leur orienteur.

On peut se procurer la revue intitulée *Tour d'horizon*, un guide sur l'enseignement post-secondaire en Ontario, à la Direction des communications du ministère de l'Éducation, 14^e étage, édifice Mowat, Queen's Park, Toronto (Ontario) M7A 1L2. Les abonnés du téléphone de Toronto peuvent appeler au 965-6407; dans de nombreuses localités de l'Ontario, on peut appeler sans frais par l'interurbain en composant le 1-800-268-7501.

Obtention de crédits

Les élèves obtiennent des crédits de 9^e et 10^e année en faisant les devoirs prescrits. La note finale se base sur les devoirs. Aucun examen n'est requis à ce niveau.

Les élèves obtiennent des crédits de 11^e, 12^e et 13^e année en faisant les devoirs prescrits et en passant, à la fin du cours, un examen écrit surveillé. La note finale est déterminée, dans des proportions égales, en fonction de la note reçue à l'examen surveillé et de la moyenne obtenue sur les devoirs. Les élèves qui, pour des raisons médicales, veulent se faire exempter de l'examen final, doivent écrire au secrétaire de l'Enseignement par correspondance et joindre à leur requête un certificat médical. Les élèves âgés de 50 ans ou plus ne sont pas obligés de passer l'examen final.

Modalités concernant les examens de 11^e, 12^e et 13^e année

Les modalités concernant les examens sont les mêmes pour les élèves des cours par correspondance qui fréquentent une école que pour ceux qui n'en fréquentent pas. L'examen final portant surtout sur la matière étudiée pendant la dernière moitié du cours, les dispositions concernant cet examen ne sont prises qu'une fois que tous les devoirs ont été reçus et corrigés.

Les élèves qui résident en Ontario peuvent passer l'examen final soit au bureau de l'Enseignement par correspondance, au 909, rue Yonge, Toronto (416-965-1231), soit dans leur localité, sous la surveillance d'un enseignant des cours par correspondance qui habite dans la même région. Lorsqu'un élève préfère passer l'examen dans sa localité, des que les notes ont été versées à son dossier, l'élève est prié de

Préparation aux études postsecondaires

Un élève qui soumet régulièrement ses devoirs a des chances de progresser plus rapidement. Il est plus facile en effet de se rappeler de ce qu'on a appris, de faire ses devoirs et de passer ses examens si l'on a suivi un cours sans interruption. Un élève qui doit interrompre un cours peut généralement le reprendre au point où il l'avait laissé. Les cours par correspondance étant continuellement révisés, on ne peut toutefois garantir à un élève qu'il puisse reprendre un cours après une interruption de plus de deux ans.

Les élèves qui désirent s'inscrire à un établissement d'enseignement postsecondaire doivent se renseigner auprès des responsables de l'établissement sur les notes ou le diplôme exigés et les matières obligatoires. Les adultes devraient également se renseigner au sujet des stipendions spéciales régissant leur admission. Les

Durée des cours

On peut terminer un cours et obtenir un certificat à n'importe quel moment de l'année. La durée du cours dépend surtout du temps qu'il faut à l'élève pour réussir à faire ses devoirs. Cela dépend également du temps qu'il faut pour accompagner chaque leçon entre l'élève et l'enseignant chargé de corriger les devoirs.

Les élèves qui demeurent hors de l'Ontario sont priés de soumettre le nom d'une personne qui exerce une profession libérale et pourrait les surveiller lors de l'examen.

se mettre en rapport avec l'enseignant chargé de surveiller l'examen pour fixer la date et l'endroit où il se déroulera.

Renseignements à l'intention des élèves

Matériel, manuels et fournitures

Dès qu'une demande est approuvée, l'élève est inscrit et on lui prête un jeu initial de matériel. On remet automatiquement à l'élève d'autres leçons et du matériel à mesure qu'il progresse. Manuels, trousses et enregistrements sont prêtés à l'élève et doivent être renvoyés au bureau de l'Enseignement par correspondance une fois le cours terminé ou abandonné.

Les élèves qui suivent des cours de 13^e année doivent se procurer leurs propres manuels. Dans certains cours pratiques, les élèves doivent se procurer du matériel requis.

Soumission et correction des devoirs

Pour que l'enseignement par correspondance lui soit profitable, l'élève doit bien étudier les leçons, faire ses devoirs, les soumettre régulièrement et tenir compte des remarques et des suggestions faites par l'enseignant sur les travaux qu'il lui sont retournés.

Les enseignants des cours par correspondance sont des enseignants qualifiés et expérimentés qui exercent dans la province. On fera connaître à l'élève, au moment de son inscription, le nom de l'enseignant chargé de corriger ses devoirs. Aussitôt que les devoirs correspondant à une leçon sont terminés, l'élève doit les envoyer à cet enseignant et passer à la leçon suivante. L'enseignant renvoie directement les devoirs corrigés à l'élève, sauf s'il habite à l'étranger; dans ce cas, il les retourne à l'agent de liaison. Les enseignants rendent compte au bureau de l'Enseignement par correspondance de tous les travaux effectués par les élèves, afin de lui permettre d'établir un dossier pour chaque élève.

Élèves des écoles de jour de l'Ontario
Un élève inscrit dans une école secondaire publique en onzième, douzième ou treizième année et qui a déjà obtenu au moins dix crédits avant de faire sa demande peut être admis à suivre un cours par correspondance. Le surintendant de l'Enseignement par correspondance, sur la recommandation écrite du directeur de l'école, peut admettre cet élève à un cours auquel il n'a pas pu s'inscrire à l'école.

L'élève peut se procurer la formule D à l'école qu'il fréquente. Cette formule, dûment remplie, ainsi qu'une copie du dossier scolaire complet de l'élève, une liste de ses cours et une recommandation écrite du directeur de l'école doivent être soumis à l'approbation du surintendant de l'Enseignement par correspondance. Dans le cas d'un élève de moins de dix-huit ans, il est nécessaire d'avoir la signature des parents ou du tuteur.

L'élève ne peut s'inscrire qu'à un seul cours. Il peut faire une demande d'inscription à un autre cours une fois qu'il a terminé et fait évaluer les devoirs prescrits pour son premier cours. Il se servira pour ce faire de la formule D et devra y joindre une nouvelle recommandation écrite de son directeur d'école. On n'acceptera aucun nouvel élève ni aucune demande d'inscription à un cours pendant les mois de juillet et août.

Conditions d'admission et modalités d'inscription

Adultes

Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont dépassé l'âge de la scolarité obligatoire, ne sont pas inscrites à des cours de jour dans les écoles secondaires publiques et ont la citoyenneté canadienne ou le statut d'immigrant reçu. On peut commencer à suivre un cours à n'importe quel moment de l'année.

Chaque élève s'inscrit initialement à un cours. Il pourra demander à s'inscrire à un deuxième cours lorsqu'il aura complété le premier cours et sera évalué.

Les personnes qui désirent s'inscrire à un cours sont priées d'étudier le contenu de ce prospectus, de remplir la formule C et de l'envoyer au bureau de l'Enseignement par correspondance, accompagnée de leur dossier scolaire officiel. Un élève qui fait une demande d'inscription dans les trois mois qui suivent son départ de l'école doit obtenir la recommandation du directeur de son école et la joindre à sa demande.

Élèves âgés de moins de seize ans

Les cours par correspondance sont offerts à tous les jeunes gens domiciliés en Ontario qui ont l'âge de la scolarité obligatoire et ne fréquentent pas une école pour des raisons de santé ou parce qu'ils demeurent loin de l'école. Les parents ou le tuteur d'un élève de moins de seize ans doivent, s'ils veulent le faire inscrire à des cours au palier secondaire, remplir la formule C et l'envoyer au bureau de l'Enseignement par correspondance, accompagnée d'une copie du dossier scolaire de l'élève (comprenant les

cours qu'il suivait au moment où il a quitté l'école) et d'une recommandation écrite du comité des départs prématurés, signée par le président ou le secrétaire. L'élève commence par s'inscrire à un seul cours. Lorsqu'il a terminé au moins la moitié des leçons du premier cours, il peut demander à s'inscrire à un second cours. On n'offre pas de cours du palier élémentaire aux élèves qui quittent prématurément l'école.

Personnes domiciliées en Ontario mais temporairement absentes de la province

Les enfants d'âge scolaire qui, normalement, sont domiciliés en Ontario mais demeurent temporairement à l'extérieur de la province peuvent s'y inscrire eux aussi. Ces personnes peuvent suivre des cours par correspondance pendant un maximum de trois ans, pendant leur absence de la province. Toute personne qui s'apprête à quitter le Canada et désire s'inscrire à un cours par correspondance doit fournir le nom et l'adresse d'une personne domiciliée en Ontario qui lui transmettra livres, leçons et devoirs corrigés. Cet agent de liaison prend connaissance de ses fonctions au moment de l'inscription de l'élève.

Avant de quitter le Canada, toute personne qui désire s'inscrire à des cours doit étudier cette brochure, remplir la formule F et l'envoyer au bureau de l'Enseignement par correspondance, accompagnée de son dossier d'études secondaires complet.

Enseignement secondaire



Enseignement élémentaire

Enfants

Des cours par correspondance de la première à la huitième année sont offerts en français et en anglais aux enfants domiciliés en Ontario qui ne peuvent pas fréquenter l'école. On leur fournit les leçons, le matériel didactique et d'autres fournitures et on leur prête les manuels. Les devoirs sont corrigés par des enseignants qualifiés.

Tout enfant âgé de six à seize ans, qui réside en Ontario et ne peut pas aller à l'école pendant trois mois ou plus, peut faire une demande d'inscription. Tout enfant qui est domicilié en Ontario mais réside temporairement à l'étranger peut également s'inscrire à des cours par correspondance. Les enfants qui habitent en dehors du Canada peuvent suivre des cours par correspondance pendant trois ans au maximum. Leur admissibilité sera considérée au moment où les parents voudront renouveler l'inscription de leur enfant à la classe suivante.

Les parents qui désirent inscrire leur enfant au palier élémentaire sont priés de remplir la formule B et de la retourner au bureau de l'Enseignement par correspondance accompagnée du dernier bulletin scolaire de l'enfant et soit d'un certificat médical si l'état de santé de l'enfant ne lui permet pas de fréquenter l'école, soit de la recommandation de l'agent principal d'éducation de la région lorsque l'enfant ne peut se rendre à l'école à cause de la distance qui le sépare de l'établissement scolaire. Indiquer sur le certificat ou sur la recommandation, suivant le cas, la raison et la durée éventuelle de l'absence. On ne demande ni certificat médical ni recommandation dans le cas d'un enfant qui part pour l'étranger.

Les parents qui font une demande d'inscription pour leur enfant qui réside temporairement à l'étranger doivent donner le nom et

Adultes

Les enfants en bonne santé devraient passer suffisamment de temps chaque jour à leurs études pour pouvoir terminer en un an le travail d'une année complète d'études. Si les parents ont l'intention de renouveler l'inscription de leur enfant à la classe suivante, ils peuvent demander que les leçons et les fournitures nécessaires leur soient expédiées à l'avance pour éviter toute perte de temps.

Les élèves inscrits aux cours par correspondance qui demeurent en Ontario doivent envoyer leurs devoirs au bureau de l'Enseignement par correspondance pour les faire corriger par des enseignants. Ceux qui résident à l'étranger sont invités à faire de même, les élèves gagnant à être suivis, encouragés et félicités. L'élève qui aura soumis tous ses devoirs et obtenu des résultats satisfaisants recevra un certificat l'autorisant à passer dans la classe suivante.

Les personnes qui n'ont pas terminé l'école élémentaire mais qui désirent suivre quelques cours à ce niveau avant de se faire inscrire au palier secondaire doivent utiliser la formule C pour s'inscrire à l'un des cours suivants : Français 8^e année, Anglais AN-10 (description page 14), Mathématiques de base M-10 (description page 22).

L'adresse d'une personne domiciliée en

Ontario qui se chargera de transmettre les leçons et les manuels scolaires à l'élève. Il appartient aux parents d'indiquer à cette personne la façon de rempaqueter le matériel scolaire, d'inscrire sur le paquet l'adresse de l'élève à l'étranger et celle de l'expéditeur, de remplir une déclaration de douane et d'affranchir le paquet selon son poids et sa destination.

Enseignement élémentaire



Services offerts

- En 1980-81, plus de 80 000 Ontariens se sont inscrits aux cours par correspondance offerts gratuitement par le ministère de l'Éducation aux paliers élémentaire et secondaire. Plus de 85 pour cent d'entre eux étaient des adultes désireux de poursuivre leurs études de façon indépendante. Pourquoi suit-on en général des cours par correspondance?
- pour obtenir un diplôme d'études secondaires;
 - pour être admis à une université, un collège, ou à un cours de formation professionnelle;
 - pour obtenir une promotion ou changer de métier;
 - pour étudier des matières qui nous intéressent ou acquérir de nouvelles compétences;
 - dans le cas d'élèves du niveau secondaire supérieur inscrits dans une école publique, pour suivre des cours qu'ils n'ont pas pu prendre à leur école;
 - dans le cas d'élèves qui doivent s'absenter temporairement de la province, pour assurer la continuité de leurs études;
 - pour pouvoir continuer ses études lorsqu'on ne peut fréquenter l'école pour des raisons médicales ou parce qu'on demeure trop loin de l'école.
- Trois catégories de services sont offerts gratuitement :
1. Des leçons et du matériel didactique sont fournis aux élèves qui s'inscrivent aux cours par correspondance du palier élémentaire ou du palier secondaire.

2. Des enseignants qualifiés sont chargés de corriger et de noter les devoirs, ainsi que d'encourager et d'aider les élèves.
3. Des orienteurs conseillent les personnes qui désirent s'inscrire à des cours par correspondance ou les personnes déjà inscrites quant au choix de cours, aux conditions d'obtention des diplômes, à la préparation d'une carrière ou à des études postsecondaires. On peut avoir recours aux services d'orientation en écrivant ou en se présentant au bureau de l'Enseignement par correspondance, 909, rue Yonge, Toronto (Ontario) M4W 3G2. On peut aussi composer le numéro de téléphone : **965-1231**. Dans de nombreuses localités de l'Ontario, on peut appeler sans frais par interurbain en composant le 1-800-268-7065. Des quotas d'inscription annuels sont imposés à tous les cours par correspondance. En conséquence, il se peut que nous retardions l'inscription à certains cours.

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909, rue Yonge
Toronto (Ontario) M4W 3G2
(416) 965-1231

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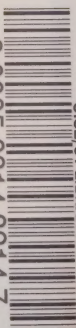
Education

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Ministère Bette Stephenson, ministre
Harry K. Fisher, sous-ministre

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